Swan Lane Medical Centre

Patient Focus Group, Terms of Reference

**Purpose and Scope of the Group**

To support the Practice in striving to improve patient involvement and to engage with the Practice providing input into the services offered and potential service development.

**Terms of Reference**

* To communicate to the practice, areas of patient concern with a view to influencing practice policy where possible
* To communicate to the practice, ways of further developing patient involvement, and attending any public events
* To encourage the inclusion of patients in the development of health care services
* To input into the Practice patient satisfaction survey design and input into any Action Plans necessary following the results
* To influence the development of patient focussed services within the Practice

**Membership**

Members of the group will consist of:

1. Patients
2. Practice Manager
3. GP

**Frequency of Meetings and attendees**

The Patient Focus Group will meet quarterly on Tuesday evenings. Members of the Virtual Patient Reference Group will also be invited to attend or to provide any feedback into the agenda items.

**Annual Review of Members**

If members have not participated in any Practice meetings or events during the previous year, nor communicated any apologies to meetings, membership will be withdrawn.