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.

**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Practice meetings or events during the previous year, nor communicated any apologies to meetings, membership will be withdrawn