

EAST CROYDON MEDICAL CENTRE
PATIENT PARTICIPATION GROUP CONSTITUTION

1) NAME:

- East Croydon Patient Link (ECPL)

2) OBJECTIVES:

- To work for the benefit of all patients of the Practice by establishing and encouraging their interest in quality healthcare delivery and their awareness of available services in line with their needs and preferences regardless of gender, race, colour, politics, religion or age.
- The ECPL will be affiliated with the National Association for Patient Participation.
- The ECPL will not be concerned with: Finance, Personnel matters, Management procedures, Complaints from Patients or any Clinical issues.

3) MEMBERSHIP:

- Open and free to all patients and staff of the Practice.

4) AIMS:

a) COMMUNICATION

- The ECPL will act as a communication channel between the Practice and the patients to help the latter use the facilities to the best advantage and help the Practice to implement policies based on the views and preferences of the patients as a whole. The ECPL will maintain contact with the medical and other staff of the Practice and, with other organisations or individuals concerned with healthcare.

b) INFORMATION

- The ECPL may from time to time conduct surveys on behalf of the Practice to assist in the development and monitoring of Practice activities.

c) HEALTH EDUCATION

- The ECPL will assist the Practice in reviewing the health education needs and preferences of the patients as a whole to facilitate the provision of appropriate health education.

d) PATIENT NEEDS

- The ECPL will assist, when required, in the assessment of patients' needs for the Practice to use in considering changes to its services.

5) COMMITTEE AND OFFICERS

- The Committee will consist of a Chair, Vice Chair and Secretary. These officers will be nominated and elected annually. The Membership Secretary will be Carol King, Deputy General Manager of East Croydon Medical Centre, a non elected committee member
- The Committee will manage the ECPL and take any action on its behalf to further its aims.

The **Chair** will provide leadership to the ECPL and represent it where necessary. The Chair will use reasonable judgement in decisions and will report any actions to the Committee and the whole Group where appropriate.

The **Vice-Chair** will provide cover in the absence of the chair.

The **Secretary** will take minutes of meetings, including recoding all proceedings and resolutions and distribute them as determined by the Committee, liaise with the Membership Secretary and carry out any other support roles to be agreed.

The **Membership Secretary** will maintain an accurate record of membership including contact details, send out renewal notices and information for new members.

6) ELECTION AND RETIREMENT OF COMMITTEE MEMBERS

- Any patient may be nominated or may nominate him or her self for election to the Committee. Nominations should be sent to the Secretary of the ECPL at least two weeks before the meeting at which nominations are to be considered. All officers are elected annually and may offer themselves for re-election. If more than one nomination is received then the ECPL members present at the meeting must make a decision by voting.

7) MEETINGS

The ECPL will endeavor to meet at least four times in each calendar year.

8) DISSOLUTION:

Dissolution may only take place as a result of a majority vote of Special General Meeting of which at least two weeks notice must be given.

9) ALTERATION TO THE CONSTITUTION

Any proposal to alter this constitution must be in the Secretary's hands, in writing, no less than three weeks before the meeting at which it is to be considered. Details will be sent to the members no less than two weeks before the meeting. Alterations will require a two thirds majority of votes at an Annual General Meeting.

This constitution was adopted as the Constitution of the EAST CROYDON PATIENT LINK Patient Participation Group on

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Signed..... Peter Seager - Chair

Signed..... Angela Holt - Vice Chair

Signed..... Carol Foley - Secretary

And behalf of East Croydon Medical Centre

..... Dr D W McCrea. Senior Partner

..... Robin Gridley, General Manager

..... Carol King, Deputy General Manger