

# Patient Participation Group (PPG) Information and Application Form

## Woosehill Medical Centre

Fernlea Drive, Wokingham

RG41 3DR

Telephone 0118 978 8689

Website [woosehillsurgery.co.uk](http://woosehillsurgery.co.uk)

Email [admin.woosehill@nhs.net](mailto:admin.woosehill@nhs.net)



## Who We Are & What We Do

Members of the Patient Participation Group (PPG) are patients of this Surgery who work with the Practice to represent the patients, offering views on the services and facilities that are provided. Patients also have the option to be involved with wider health issues.

## When Do We Meet?

We meet every 3 months – that is four times per year. We normally meet at the practice on a Tuesday at 1pm. The agenda of the meeting is usually forwarded to all member 2 weeks beforehand.



## You Cannot Make Those Times – How Else Can You Be Involved

We are looking into another way in which you could be involved & if you are interested please note this on your form

## Who We Are Not

We are not a forum for individual agendas or personal complaints.

Complaints must be made directly to the Practice Manager to comply with the standardised NHS Complaints Procedure & be handled under a strict code of confidentiality.

If you have a complaint, please either speak to one of the practice team or pick up the Practice Information Leaflet on complaints.

## Future

We want to encourage additional patients to join the group. It is expected that the PPG will become more visible and assist the practice with new initiatives and ideas.

We always welcome suggestions and ideas that contribute to patient experience when they visit the practice. Your suggestions can be forwarded to the Practice Manager as well as discussed with the PPG where appropriate.



## Joining our PPG

As stated before – to join us please complete the form overleaf or mark it as interested if you want to be involved in another way than a member of the PPG.

We do keep a register of attendees & if a member misses three meetings without giving a reason they will be assumed to have lost interest.



## Data Protection

The information you provide on this form will be used by the PPG Secretary to manage your membership and keep you informed about PPG meetings, activities and opportunities to take part.



Your details will be kept securely and will only be accessible to the PPG Secretary and authorised practice staff where necessary. They will not be used for any purpose unrelated to the PPG or shared with other organisations unless required by law.

Your information will be retained while you remain a member of the PPG. You can update your details or leave the PPG at any time by contacting the PPG Secretary or the practice. Your details will then be removed when they are no longer required.

Further information about how Woosehill Medical Centre uses and protects personal information is available in the practice privacy notice on our website.

## Getting Involved

Becoming a part of our PPG does not necessitate any formal training. What truly counts is your passion and dedication to bringing about positive transformations within the practice.

We welcome you to share your valuable insights about the practice' functioning and to provide suggestion for its improvement.

If you are eager to participate, please take a moment to complete the slip opposite and return to Reception marked for either the chairman or secretary of the PPG. We will then contact you with further details. Your active involvement is appreciated.



## Declaration

I confirm that I am a patient registered at Woosehill Medical Centre and would like to join or participate in its Patient Participation Group.

I understand that the PPG is not a forum for discussing individual medical care, personal complaints or confidential patient information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

First Names: \_\_\_\_\_

Surname: \_\_\_\_\_

Address and postcode: \_\_\_\_\_

### **Contact preference**

Please tell us how you would prefer to be contacted:

☐ Email ☐ Telephone ☐ Text message.

Preferred contact details: \_\_\_\_\_

### **Optional information**

The following information is optional. It helps us understand whether the PPG broadly represents our practice population.

Age: 18 - 24 ☐ 25 – 59 ☐ 60 – 74 ☐ 75 and Over ☐ Prefer not to say ☐

### **Final instruction**

Please hand this form in to Reception or email it to [admin.woosehill@nhs.net](mailto:admin.woosehill@nhs.net) marked for the attention of the PPG Secretary.