**PPG Toolkit** | **V2.0** | March 2024 | **#PPGsinLeeds**

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**INSERT YOUR PRACTICE LOGO HERE**

**Appendix C**

Ground Rules template

Patient Participation Group (PPG)

**Ground rules**

# Respect -

other people’s thoughts, ideas, and suggestions (even if you don’t agree with them).

# It’s not a grumbling shop -

focus needs to be on improvement, not complaints. Remember the purpose of the group and why we’re here!

# Take responsibility -

we need to work together, let’s share the workload!

# Confidentiality -

we will tell you if something is confidential and we ask you not to share this information with anyone outside of the meeting.

# Avoid personal references -

as patient champions we think about the needs of the wider public.

# Avoid assumptions -

base discussion on evidence and good practice.

# Listen -

listen actively and attentively. Avoid interruptions.

# Challenge -

critique ideas, not people.

# Find solutions -

build on one another’s comments; work toward shared understanding.

# Do not monopolize discussion -

give others a chance to speak.

# Mobile phones -

please switch them off or turn them to silent!