Patient Participation Group (PPG)

INSERT YOUR PRACTICE LOGO HERE

**Quality indicator checklist**

This checklist provides an opportunity for Patient Participation Groups to review their progress and identify areas for development. **The tool is not monitored by the ICB in Leeds or linked to the GP practice contract**. It simply aims to support PPGs to improve and should be filled in jointly with PPG members and staff.

Organisation and structure

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| **Quality indicator** | **Bronze standard** | **Bronze standard plus**  **Silver standard** | **Bronze and silver standard plus**  **Gold standard** | **Standard achieved** | **Examples / Comments**  **/ Areas to improve** |
| Our PPG has a clear structure and purpose | * We have clear ground rules for the group. * We have a designated chair for the group. * The group’s PPG email is setup. * The group’s regular meetings for the year are scheduled in. | * We have a terms of reference. * We have an up-to-date action plan. * Our PPG members have a point of contact at the practice. * Information is jargon-free. * Our PPG members can contribute to the agenda. | * Our PPG is chaired by a patient. * Our PPG agenda is driven by patients. * Our PPG members are clear about what they can and can’t get involved in (confidentiality agreement). * We have a role description for PPG members. |  |  |

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| Our PPG has regular contact with the ICB in Leeds | * Some of our PPG members are signed up to the Leeds ‘Involving You’ involvement network. | * Most of our PPG members are on the network. * We are made aware of other opportunities to get   involved in other engagement opportunities (such as training  / peer support). | * We have PPG members who attend some of the regular PPG Network Support Group meetings. |  |  |
| There are different ways for patients to get involved in the PPG | * The PPG holds a regular face- to-face or virtual meeting. | * PPG members are able to forward comments to   meetings they can’t attend.   * The PPG has discussed ways to make meetings more accessible (might include holding meetings at different times of the day). | * Patients can join meetings using Zoom or Teams (hybrid). * The PPG is held on different days of the week and at different times of the day. |  |  |
| There are opportunities to work with other local PPGs | * Our PPG meets, or is in contact with, other local PPGs. | * We are involved in the ‘PCN PPG’ meetings in our Primary Care Network (PCN). | * Our PPG works closely with other local PPGs. * We have examples of how our PPG has worked with other PPGs. |  |  |

Membership

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| Our PPG represents all the patients that use our practice | * We have a regular PPG meeting. * The PPG is focused on improvement, for all of the practice population not just those present at the meeting. | * The PPG have ways to regularly hear feedback from patients (using surveys   / comments box / feedback forms) to inform discussions. | * The PPG makes an effort to understand the needs of people from seldom heard communities. |  |  |
| Clinicians such as GPs and nurses attend our meetings | * Clinicians occasionally attend PPG meetings. | * Clinicians regularly attend PPG meetings. | * Clinicians are always present at our meetings and take an active role. |  |  |
| Our practice actively recruits members to the PPG | * We have a poster (or alternative) up in the waiting area about the PPG. | * We use our TV screen to promote the PPG. * Staff encourage people to sign up to the PPG. * We have a ‘virtual PPG’ (a mailing list we regularly contact about the PPG and getting involved) as well as our group meeting. * We have representatives from our branch practices on the group (where applicable). | * We use social media (such as Facebook) to promote the PPG. * We promote the PPG with local voluntary organisations, schools and colleges. * We have had more than 10 people join our mailing list in the last year. * Recruitment is regularly on our PPG meeting agenda. |  |  |
| Our practice makes it easier for people from seldom heard groups to get involved | * The practice promotes the PPG in a variety of places. | * There are ways for people to contribute to the meeting virtually (such as providing agenda items by email) * The PPG members are aware of the Accessible Information Standards. | * The practice can make interpreters available at PPG meetings. * Literature for the group is available in alternative formats like ‘easy read’ and braille, if needed. * The practice has offered to hold meetings at different times to make them more accessible. |  |  |

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| Our members are actively involved in the practice | * Patients attend PPG meetings. * PPG members are aware of the ‘Experience of my GP practice’ survey and   occasionally review the results in group meetings. | * PPG members are involved in carrying out surveys in the waiting room. * PPG members are involved in supporting the practice during CQC inspections, if required. | * PPG members or health champions are involved in developing and delivering peer support sessions (e.g., diabetes) * PPG members or health champions are involved in supporting other practice initiatives such as the flu jab, health awareness days or promoting the use of community pharmacies for medication reviews. |  |  |
| Our members champion the voice of the wider community | * PPG members avoid sharing personal stories and focus on the needs of the wider community. * The agenda focuses on issues experienced by lots of people registered at the practice. | * The practice has shared information about who lives locally (practice profile) * The practice has shared the National GP survey results. * The practice shares anonymised complaints and compliments at meetings. | * The PPG members use the information about the wider community to champion the voice of a wide range of people. * PPG members have identified gaps in representation and have worked with the practice and local organisations to hear and champion these voices. |  |  |
| Our PPG members are involved in the practice newsletter | * PPG members are not involved in developing a patient newsletter. * We don’t have a practice newsletter. | * PPG members contribute ideas to the newsletter. * The newsletter is published every year. | * PPG members write articles for the patient newsletter. * Our newsletter is published several times a year. * The newsletter is available in alternative formats. |  |  |

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| Our practice communicates well with PPG members | * Meeting agendas and related documents are usually sent to PPG members at least one week before the meeting. * The practice informs us of any news relevant to the PPG. * Up-to-date minutes are available on the practice website. | * Meeting agendas are always shared with PPG members at least a week before the meeting. * PPG members are informed of the next meeting date in good time. * We have meeting dates booked in for the current year. * PPG members are given an update on engagement activities at the ICB in Leeds. | * All PPG-related documents (Ground rules, terms of reference, action plan) are available on the practice website. * The practice sends out a yearly text to inform patients about the PPG. |  |  |
| Our practice shows how they have listened to and acted on PPG feedback | * The minutes from our PPG reflect what has been said at the meeting and are available on the practice website. | * We have an action plan that clearly outlines how the practice have acted on feedback from the PPG. It’s   also available on the practice website. | * The action plan outlines why sometimes the practice cannot act on patient feedback. * We have a ‘You Said, We Did’ section on the website and in the practice to demonstrate how the practice is responding to feedback. |  |  |
| PPG members report good involvement in the practice | * PPG members are satisfied with their involvement in the group. * PPG members feel that they are listened to at the meetings. * PPG members are consulted on relevant changes at the practice. | * PPG members are happy with their involvement in the group. * PPG members feel that the practice considers their thoughts and views. * The PPG is involved at an early stage when changes are proposed. | * PPG members feel valued by the practice and are very happy with the progress of the group. * PPG members feel that their views are acted on. * The practice can give examples of how they have made changes as a result of PPG feedback. * PPG members are able to claim out-of-pocket expenses. |  |  |