**Roles on Patient Participation Groups (PPGs)**

**Member**

As a PPG member you have an opportunity to contribute your views about how the practice is running and meeting patients’ needs. It is fine to be a topic ‘champion’ (e.g., diabetes issues, or elderly care) – topic experts make a very valuable contribution, and it is also important to be able to contribute across a range of issues. The PPG deals with common issues that affect patients so your personal experience will be useful if it helps to illustrate a wider point.

You can also work with the PPG to speak to other patients and carers at the surgery, or to listen to their views (e.g., by looking at survey results), giving you information that you can then bring into PPG discussions. You might want to suggest ‘agenda’ items.

You can be an effective PPG member by keeping up to date with local health issues, if you are able. You could take up opportunities to develop an understanding of the structure of the NHS and the place of PPGs place within it.

Your views are valuable, so express them clearly and without apology, whilst respecting others.

**Chair**

The role of the Chair is to organise the planning of the agenda (usually in consultation with the Head GP or Practice Manager and secretary of the PPG) and chair the meetings.

**Secretary**

The main role of a Secretary is to take minutes. The secretary can also be responsible for the PPG’s mailing list. In some practices the Practice Manager or admin staff will cover these duties. The PPG secretary also helps with agenda planning.

Training is available from time to time via Healthwatch Haringey and other organisations.