

## **Terms and Conditions for membership of the Merridale Patient Participation Group (PPG)**

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### **To be a member of the PPG you must:**

1. Be a current patient of Merridale Medical Centre
2. Agree to represent the best interests of the wider patient population at Merridale Medical Centre
3. Volunteer your services to the practice on the understanding that there are no associated benefits (financial or otherwise) in accordance with being a PPG member
4. Uphold the PPG's Terms of Reference
5. Agree to your name being included within PPG documentation that will be publicly available (e.g. PPG minutes/disclosure of email address of PPG secretary as a point of contact for patients)
6. Understand that any personal issues which you may wish to raise should not be mentioned at PPG meetings.
7. Read and sign the confidentiality statement and agreement (below).

### **Confidentiality statement:**

In your role as a member of the PPG you may hear and see privileged information relating to staff, patients and other matters. Any patient related information will always be anonymised.

The disclosure of this information to anyone is considered to be serious misconduct and could contravene the Data Protection Act.

Unauthorised disclosure of confidential information is a serious matter and could lead to the practice and/or the Information Commissioner taking the relevant legal action against you.

### **Confidentiality agreement:**

I understand that all information about patients and staff held by Merridale Medical Centre is strictly confidential and must remain so at all times.

I have read the confidentiality statement (above) and fully understand my obligations and the consequences of any breach of confidentiality.

I understand that a breach of these obligations will result in my immediate removal from PPG and the Practice Manager informed.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_