

# Patient Council Terms of Reference

Document control | CON-POL-003 | Adapted from SOP-095

| Field                            | Content                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Title                            | Patient Council Terms of Reference                                                                                          |
| Document ID                      | {{facility.code}}-CON-POL-003                                                                                               |
| Version and status               | 1.0   Approved by the ASF Expert Committee                                                                                  |
| Prepared by                      | {{roles.quality_lead.name}}, Quality lead                                                                                   |
| Reviewed by                      | {{roles.clinical_director.name}}, Clinical director      date: _____                                                        |
| Approver and signature           | {{roles.chief_executive.name}}, chief executive<br>Signature: _____      Date: _____                                        |
| Effective date                   | {{document.effective_date}}                                                                                                 |
| Next review                      | {{document.review_date}} (12 months after effective date)                                                                   |
| Supersedes                       | Existing catalogue entries updated, see source: Adapted from SOP-095                                                        |
| Standards and criteria supported | Standard 1, criterion 2A.10                                                                                                 |
| Evidence basis                   | E-006, E-009                                                                                                                |
| Status of this document          | Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria. |

## 1. Purpose

To set up a patient council that learns about the service, decides on priorities and shapes change, with minutes kept [ASF Policy 54 adapted, E-006].

## 2. Scope

Patients, carers and community representatives of {{facility.legal\_name}}.

## 3. Responsibilities

| Role                                                            | Responsibility                            |
|-----------------------------------------------------------------|-------------------------------------------|
| {{roles.patient_representative.name}}<br>patient representative | Chairs the council and keeps the minutes. |
| {{roles.chief_executive.name}}<br>chief executive               | Receives and responds to recommendations. |

## 4. Procedure

1. Meet at least every three months [EC].
2. Members are patients or carers who have used the service; no member is an employee in a decision role [EC].
3. Minutes are anonymised and kept for {{facility.records\_retention\_years}} years [EC].
4. Each recommendation is answered in writing within 30 days [EC].

## 5. Records

Terms of reference and two most recent sets of minutes (anonymised).

## 6. Evidence

| ID    | Source                          | Link / status |
|-------|---------------------------------|---------------|
| E-006 | ASF Policy Framework v1.2.      | see source    |
| E-009 | ASF Expert Committee consensus. | see source    |

*EC = ASF Expert Committee consensus.*