

Patient Council Terms of Reference

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

Field	Content
Title	Patient Council Terms of Reference
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Prepared by	{{roles.quality_lead.name}}, Quality lead
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Standards and criteria supported	Standard 1, criterion 1.12
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}} patient representative	Chairs the council and keeps the minutes.
{{roles.chief_executive.name}} 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.