**PPG Toolkit V1.0**

Patient Participation Group (PPG)

**Ground rules**

# Confidentiality

we will tell you if something is confidential and we ask you not to share this information with anyone outside of the meeting.

# Avoid personal references

as patient champions we think about the needs of the wider public.

# Avoid assumptions

base discussion on evidence and good practice.

# Listen

listen actively and attentively. Avoid interruptions.

# Challenge

critique ideas, not people.

# Find solutions

build on one another’s comments; work toward shared understanding.

# Do not monopolize discussion

give others a chance to speak.

# It’s not a grumbling shop

focus needs to be on improvement, not complaints.

# Respect

other people’s thoughts, ideas and suggestions (even if you don’t agree with them).

# Mobile phones

please switch them off !