

PATIENT PARTNERS AGREEMENT

1. This is to be a non-binding code of conduct to inform both the PPs and the staff of what is expected of both parties.
2. **The Patient Partner Coordinator will:**
 - a. Ensure each PP has a complete and signed registration form.
 - b. Notify PPs of session dates and venues.
 - c. Assign PPs to specific sessions according to their availability, medical condition and preferred location.
 - d. Inform PPs of scheduled dates, and provide details of meeting point and person in charge of session.
 - e. Provide and process travel reimbursement forms.
 - f. Provide PPs with description of what a session entails.
 - g. Respond to enquiries and feedback.
 - h. For visitors to the School of Medicine, provide a brief tour before the first session. This can be in advance of the date, or on the day, depending on PP preference.
 - i. Contact PPs a few days before a scheduled session to ensure continuing availability.
3. **The Patient Partner will:**
 - a. Read any materials supplied to them describing the role of the PP.
 - b. Attend agreed sessions on time, or inform PP Coordinator as early as possible, should they be unable to attend.
 - c. Follow any instructions given by GP tutors/hospital staff.
 - d. Contact the PP Coordinator with any concerns or issues they may wish to raise.
4. **Data Management.** In keeping with the Patient Partner agreement PPs should be aware that the school will generate, hold and use data about them. This data will only be held for the purpose of the delivery of teaching, will not be held for longer than required and will be deleted when the SP / PP finishes working with the School of Medicine. The data held will be limited to:
 - a. Contact details; name, address, email, telephone numbers
 - b. Description; gender, age.
 - c. Correspondence; communication regarding shifts, requests, etc
5. **Induction and Training** Before PPs interact with students they should know:
 - a. What to expect.
 - b. What is expected of them.

Guidelines for interaction with staff and students

University of St Andrews - School of Medicine Handbook

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
19/05/2014	Published version	
18/11/2021	Review and update with new name for PPs	