

**McArdle Service  
Patient Liaison Panel Meeting**

Monday 31<sup>st</sup> March 2014 1.30pm  
Foyer Seminar room, Queen Square House

## Agenda

12:00-12:05	Welcome
12:05-12:15	Aims of the Panel and Terms of Reference
12:15-12:30	Background to the Service
12:30-12:45	Any other business Agenda for next meeting Date of next meeting
12:45-14:00	Development of the McArdle app

Lunch will be available at 12.30pm.

## McArdle Patient Committee Terms of reference

### Aims of the panel

The aim of the panel is to inform and advise the medical team by drawing from their own experiences as a person living with McArdle disease. This is an opportunity for patients to be involved in shaping their service.

The following areas are likely to form the bulk of the work required by the committee:

1. Review information and education material intended for the wider patient group
2. Advise on service delivery
3. Advise on research projects and innovations

The role of the committee is not to address specific complaints or grievances. These should be pursued through the usual NHS Complaints procedures (PALS).

### Election of committee members

Committee members will be elected to serve on the committee for 3 years. Members can be re-elected by anonymous vote.

### Frequency of meeting

A meeting will be held once every year. There may be ongoing communication with committee members throughout the year outside the meeting.