Role Description:
Patient and Public Representative on the Oxford AHSN Diabetes Clinical Network Advisory Board

Background

The Diabetes Clinical Network is part of the Oxford Academic Health Science Network. It is funded by NHS England. The Network exists to bring together all those involved in diabetes services, to evaluate new innovations and maximise benefits to patients. It works collaboratively with local universities and other organisations such as the Thames Valley Strategic Clinical Network, Thames Valley and South Midlands Clinical Research Network, the Oxford Biomedical Research Centre, and biomedical science research companies. The Network covers Oxfordshire, Berkshire, Buckinghamshire, Milton Keynes, Swindon and Bedfordshire with a population of 3.3 million. The Diabetes Clinical Network works hard to ensure patient and public involvement and engagement is at the heart of the work we do.

The Advisory Board

The Advisory Board is comprised of senior representatives of Clinical Commissioning Groups (CCGs), Community Health and NHS Trusts in the region, as well as the Strategic Clinical Network (SCN), Public Health, Higher Education Institutions (HEIs), and charities.

The Advisory Board meets 4 times a year. Its purpose is to:

- Advise on the strategic direction of the Network,
- Oversee the progress of projects,
- Critique new project proposals.

The Advisory Group is the body to which the Network is accountable at the local level. The Patient and Public Representatives on the Advisory Group will represent the views of patients and the public at the most senior level within the Network region.

The Role of an Advisory Group Patient and Public Representative

You will have the opportunity to contribute to improving innovation in clinical practice in the Network region, and ultimately the UK as a whole. There will be opportunities to shape the direction of local innovation and influence development of clinical services to meet the needs of the local population and the Network. You will have the opportunity to work with senior stakeholders in the region and gain a greater understanding of how local NHS organisations work collectively for the benefit of the local population.
As part of the role, you would commit to:

- Attend meetings of the Advisory Group (4 times a year). We ask that you attend on time and stay for the duration of meetings.

- During meetings, to offer a patient/public perspective on the Network’s activities, which will include:
  - Development of projects and services across the region,
  - Annual plans and reports,
  - Patient and Public Involvement Engagement and Empowerment activities,

- Set aside 1-2 hours to read paperwork before meetings and be prepared to comment on it.

- Maintain confidentiality of group discussions, except in the case of public related activities.

- Act as a focus of communication between the Advisory Group and Patient and Public Involvement and Engagement groups across the region.

- Act as a link between the Network and patient/public groups in order to foster patient/public engagement with local innovations and service development.

- Identify any personal needs for training or support.

- Participate in appropriate training and support activities.

- Participate in any evaluation of your role, or of the activities of the Network.

Our responsibilities to Patient and Public Representatives

Patient and Public Representatives interested in the role will be offered an informal meeting to discuss it as part of the appointment process.

Once appointed

- You will be offered the opportunity to attend an induction meeting before you attend your first Advisory Group meeting. This will include the opportunity to discuss and identify any needs for training and on-going support.

- Patient and Public Representatives will be offered support from the Diabetes Clinical Network Deputy Manager by telephone/email if they feel this would be helpful in relation to their role.

Patient and Public Representatives will be supported to attend any Advisory Group meeting and related events in line with the Oxford AHSN policy on reimbursement of expenses and involvement payments. Copies will be supplied to those appointed.

- Paperwork for meetings will be emailed (or posted if requested) at least one week before meetings.
**Duration of the role**

Patient and Public Representatives will normally be appointed for a maximum of 4 years. After 4 years, they may seek to stand for a further four years as a member. A representative who wishes to leave early is asked to notify the Diabetes Clinical Network Deputy Manager.

**Person specification for the Advisory Group**

Patient and Public Representatives on the Advisory Board should live in Oxfordshire, Buckinghamshire, Berkshire, Milton Keynes, Swindon or Bedfordshire and should ideally have the following:

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<th>Criteria</th>
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| **Experience**            | • Experience of reading and reviewing written documents.  
• Experience of assimilating a large volume of written information.  
• Experience of working as part of a team.  
• Experience of health services or research as a patient, a carer, an advocate or as a representative of patients and carers, in order to inform the work of the Network.                                                                                           |
| **Knowledge**             | • An understanding of the role of, and interest in health research and health innovation.  
• An active interest in current affairs relating to public health, e.g. via TV, radio and newspapers.  
• Willingness to become familiar with research and medical language.  
• Willingness to become familiar with, and help to support the broad objectives of the Diabetes Clinical Network.  
• Willingness to become familiar with the relevance of Patient, Carer and Public Involvement in the work of the Diabetes Clinical Network.                                                                                                               |
| **Skills**                | • Confidence to contribute to group discussion.  
• The ability to understand the broader range of patient/public perspectives beyond their own personal experience and to use that knowledge to inform the work of the Advisory Group/Network.  
• Good communication and team-working skills, including the ability to listen and take part in constructive debate, to present views succinctly and to respect views expressed by others.  
• Confident user of e-mail, internet and word processing packages.                                                                                                                                                                                                                           |
| **Personal Characteristics** | • A passionate interest in improving services or environments that impinge on people’s health and in promoting and protecting public health.  
• Willing to learn and develop the skills of the role.  
• Ability to travel to venue of board meetings.                                                                                                                                                                                                                                          |
Declaration of Interests

All Advisory Group members are required to declare if they have any interests that might be in conflict with the work of the Advisory Group/Network of which they are a member. A conflict of interest does not stop you from being a member of the Advisory Group. However it does mean that you cannot take part in any discussions or decisions made on a project/issue where you have a conflict of interests. If you need guidance on what may represent a conflict of interest please contact the Chair of the Advisory Group.

Confidentiality

Advisory Group members must not communicate any confidential information that they learn as a result of being a member of the Advisory Group. As a matter of routine all Advisory Group papers should be regarded as confidential unless marked otherwise. There may well be occasions on which Advisory Group members are specifically asked to share information within their own communities or seek the opinions and views of others. If you are unclear about whether or not information that you have access to is confidential or not, please ask us.

Contact details

For more information on the role, please contact:

Sheena Cameron, Deputy Manager, Diabetes Clinical Network
email Sheena.cameron@ouh.nhs.uk

or

Christopher Hille, Manager, Diabetes Clinical Network
email Christopher.hille@ouh.nhs.uk.