

Lay Partners for the Oxford Academic Health Science Network (Oxford AHSN)

Role Description and Application Form

Three positions are available, one for each of the following AHSN programmes:	
1. Patient and Public Involvement, Engagement and Experience (PPIEE) Programme – 1 position	1: Lay Partner, Thames Valley and Milton Keynes Patient Experience Operational Group
2. Informatics Programme – 1 position	2: Lay Partner, Oxford AHSN Informatics Programme Oversight Group
3. Patient Safety Programme – 1 position	3: Lay Partner, Oxford AHSN Patient Safety Collaborative Oversight Group
Duration	1 year in the first instance, renewable to a maximum of 3 years
Expenses	An honorarium of £150 per full day and £75 per half day Travel expenses and other appropriate out-of-pocket expenses are reimburse

For informal discussion about these positions please contact either:

Douglas Findlay - Lay Partner, Oxford AHSN – docfindlay@gmail.com

Sian Rees – Director of Patient and Public Involvement, Oxford AHSN
sian.rees@oxfordahsn.org

Introduction

The Oxford AHSN is responsible for increasing the uptake of innovation in healthcare across the Thames Valley (<http://www.oxfordahsn.org/>)

We wish to appoint three new lay partners, one to work with each of the following programmes:

- Patient and Public Involvement, Engagement and Experience (PPIEE) Programme <http://www.oxfordahsn.org/our-work/patient-and-public-engagement-involvement-and-experience/>
- Informatics Programme <http://www.oxfordahsn.org/our-work/informatics/>
- Patient Safety Programme <http://www.patientsafetyoxford.org>

It is essential that applicants live within the area covered by the Oxford AHSN
<http://www.oxfordahsn.org/about-us/>

The role of the Lay Partner is to:

- Provide “critical friend” challenge to Oxford AHSN programmes, rather than to represent a particular condition or interest
- Champion and advocate for increasing patient and public involvement and awareness in AHSN programmes
- Be a champion for the AHSN and its programmes to outside agencies

Responsibilities of the Lay Partner are to:

- Prepare for meetings by reading/reviewing plans, papers, proposals and other associated documentation
- Play an active role during meetings
- Take part in relevant AHSN and other outside events when requested and possible
- Identify own support, training or development needs and discuss with relevant AHSN staff member

Time commitment

- Membership of the Patient Experience Operational Group, the Informatics Oversight Group and the Patient Safety Oversight Group is for 12 months initially. The position will be reviewed at the end of this period with the possibility of extension for up to three years
- You will be required to attend meetings in Oxford. Each Programme has slightly different time commitments as follows:
 - Patient Experience Operational Group meets every 8 weeks for 2 hours
<http://www.oxfordahsn.org/our-work/patient-and-public-engagement-involvement-and-experience/patient-experience-strategy-group/operational-group/>
 - Informatics Oversight Group meets three times/ year for 2 hours
 - Patient Safety Oversight Group meets quarterly for 2 hours
<http://www.patientsafetyoxford.org/governance/>
- Meetings are scheduled during working hours
- Flexibility to attend meetings and events beyond the Thames Valley area on behalf of the AHSN.

What will you gain?

- The opportunity to influence health services and improve patient care
- The opportunity to raise the profile of patient and public involvement within the AHSN and its partner organisations
- An induction and ongoing support from a named AHSN member of staff
- An increased understanding of the health, care and innovation landscape

Detail for each position

1. PPIEE Lay Partner for Thames Valley and Milton Keynes Patient Experience Operational Group

The Thames Valley Patient Experience Operational Group is committed to improving patient experience across the Thames Valley and championing patient and public involvement (<http://www.oxfordahsn.org/?s=Patient+Experience+Operational+Group>).

The Operational Group coordinates and delivers the joint patient and public involvement, engagement and experience work of NHS England South (East – Thames Valley), the Thames Valley Strategic Clinical Networks and Senate (TV SCNs) and the Oxford Academic Health Science Network (AHSN), as described in the joint strategy *No decision about me, without me* (<http://www.oxfordahsn.org/wp-content/uploads/2017/03/PPIEE-joint-strategy-final-Nov-2016-V2-6.pdf>).

The Patient Experience Operational Group reports to the Thames Valley and Milton Keynes Oversight Group. The reporting structure is outlined below:



The PPIEE Lay Partner position is an existing role, established four years ago. The successful candidate will work with Douglas Findlay, the Lay Partner who co-chairs the operational Group.

2. Lay Partner for Oxford AHSN Informatics Oversight Group

The Informatics Programme is a very significant part of Oxford AHSN (<http://www.oxfordahsn.org/our-work/informatics/>). It is all about the data – there's a lot of it out there and we need to get better at how we use it. If we analyse and interpret data intelligently clinicians will be better able to make informed decisions leading to improved patient care.

The Informatics Lay Partner position is newly created. It offers the exciting opportunity to influence the delivery of improvements in health and digital innovation for the population of the Oxford AHSN region.

3. Lay Partner for Oxford AHSN Patient Safety Oversight Group

The Oxford AHSN Patient Safety Programme (<http://www.patientsafetyoxford.org>) is dedicated to reducing harm to patients. We run a number of work streams addressing key patient safety concerns in areas such as the identification and treatment of sepsis and acute kidney injury, maternity care and mental health. We have a team of dedicated and experienced Patient Safety Managers co-ordinating and leading the work across the region.

The Patient Safety Lay Partner position is newly created. It offers the opportunity to critically assess and support our existing patient safety work and influence the direction of future programmes.

Person specification

Skills and experience required for this role	Essential	Desirable
Some knowledge and understanding of the NHS and how health services are commissioned and organised		✓
Ability to contribute actively to the discussions and work of the Group, including undertaking specific tasks or projects as appropriate	✓	
Access to existing patient experience and involvement networks, or the ability to identify them	✓	
Experience of chairing a group meeting/committee		✓
Experience of advocating for patient involvement at a strategic level	✓	
A demonstrated commitment to improving healthcare		✓
Some knowledge and understanding of clinical research		✓
A demonstrated ability to interact with multiple stakeholders at a senior level	✓	
Ability to present a non-clinical perspective and offer constructive challenge	✓	
Ability to display sound judgment and objectivity	✓	
Ability to communicate verbally and in writing, via email and teleconference, with a variety of audiences including patients, clinicians, commissioners and members of the voluntary sector	✓	
Ability to devote at least 1 day per month to the role and to travel to meetings	✓	

Payment and reimbursement of expenses

Travel and other agreed expenses will be reimbursed in line with *Valuing and supporting our lay partners: Policy on reimbursement of expenses and involvement payments policy* (<http://www.oxfordahsn.org/wp-content/uploads/2016/08/Oxford-AHSN-PPIEE-POLICY-for-expenses-and-payments-v10.pdf>).

Expenses usually cover travel, carer expenses, accommodation and/or any subsistence requirements that arise. In addition, an honorarium of £75 per half day or £150 per day will be available.

Please email mildred.foster@oxfordasn.org for discussion of any support requirements that you might have or queries about payment.

Equality statement

Promoting equality and equity are at the heart of our values – ensuring that we exercise fairness in all that we do and that no community or group is left behind in the improvements that will be made to health outcomes across the Thames Valley.

Alongside this values-based commitment, sit our legal duties to promote equality, as required by the Equality Act 2010, and to address health inequalities, as required by the Health and Social Care Act 2012.

How to apply

Please complete the application form on the following page and return to info@oxfordahsn.org by **midday 31st January 2018**. Or alternatively by post to: Rochelle Nelson, Oxford Academic Health Science Network, Magdalen Centre North, 1 Robert Robinson Ave, Oxford Science Park, OX4 4GA

We will rely on the information you provide in the application form to assess whether you have the skills and experience required for these positions. If there is a sufficient interest from a number of suitable applicants then final selection will follow a face-to-face interview **Interviews will take place week commencing 19th February 2018.**

**Application Form: Lay Partner Oxford Academic Health Science Network
Programmes: PPIEE, Informatics and Patient Safety**

If you would like to apply for these exciting opportunities, please complete all sections of the following application form and submit by midday on 31st Jan 2018 to

info@oxfordahsn.org

Name:	
County of residence:	
Email Address:	
Telephone Number:	
Are you involved with any lay or patient involvement work at the moment? Please describe.	
What do you think you could contribute to the positions advertised?	
How do your skills and experience match those outlined in the role description and person specification?	
Have you had any other relevant experience working within the health and social care sectors? Please describe.	
Is there anything else that you feel you can bring to the role?	
Do you wish to be considered for all of the positions or are you particularly interested in: PPIEE yes/no/maybe Informatics yes/no/maybe Patient Safety yes/no/maybe	

