***Role Description and Application Form for Lay members of the Sleepio Project Steering Group***

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| **Two lay positions on the Sleepio Project Steering Group** | |
| **1. Steering Group lay member with experience of healthcare, or health research, involvement.**  **2. Steering Group lay member with lived experience of insomnia** | 1. Advice to the Steering Group about successful approaches to embedding patient, public and carer involvement and engagement throughout the project.    2. To provide a personal perspective on the realities of living with insomnia or persistent poor sleep. |
| Duration | The Project will run for 25 months from June 2018 to June 2020. During this period, the lay members will be expected to attend nine quarterly Steering Group meetings. |
| Expenses | An honorarium of £250 per quarterly meeting. This covers preparation time, meeting time, and any agreed follow up actions (maximum 10 hours per quarter).  Local travel expenses will be reimbursed.  The honorarium will be paid once every 6 months. |
| Deadline for applications | 12 noon, 21st May |
| Interview panel | 24th and 25th May pm at the Oxford Science Park |

**For an informal discussion about these roles please contact either:**

Susie Oblak – UK General Manager, Big Health (Sleepio’s parent company)

Susie.oblak@bighealth.com

Siân Rees – Director of Patient and Public Involvement, Oxford AHSN [sian.rees@oxfordahsn.org](mailto:sian.rees@oxfordahsn.org)

1. **What is the Sleepio Project?**

Sleepio is a digital solution (a web-based tool), to help people self-manage insomnia or persistent poor sleep. The Sleepio Project wants to help people from Oxfordshire, Berkshire and Buckinghamshire to use the app. We hope that this will:

* Improve sleep in those with insomnia or persistent poor sleep
* Reduce the number of people going to their GP with insomnia
* Support better sleep habits in the general population
* Reduce the prescribing of sleeping tablets for insomnia

Sleepio helps people with insomnia by introducing them to Cognitive Behavioural Therapy (CBT for short). This is known to be an effective treatment that does not have the negative side effects of sleeping tablets. CBT is usually provided by trained therapists, who are a limited resource. Sleepio provides an immediate, inexpensive alternative to both personal therapy and medication. Research has shown that Sleepio is effective at solving sleep problems and at improving day-to-day functioning.

We will look for ways GPs could prescribe Sleepio instead of tablets, and ways that people could get direct access to Sleepio e.g. through a website or an employee wellbeing scheme. Once we have found the most successful approaches, we will develop an 'implementation toolkit', a kind of blueprint plan. This can then be used in other regions.

At the same time as looking at these practicalities, the Project will also be exploring the best approaches for the NHS to buy, or commission, Sleepio. This will involve an in-depth look at the costs and benefits to individual patients and to the healthcare system locally.

Who is leading the Sleepio Project?

* Innovate UK has funded this project (https://www.gov.uk/government/organisations/innovate-uk).
* It is being led by Big Health ([www.bighealth.com](http://www.bighealth.com)), the digital medicine company that created Sleepio, in partnership with Oxford AHSN.
* The Oxford AHSN is responsible for increasing the uptake of innovation in healthcare across the Thames Valley ([http://www.oxfordahsn.org/](http://www.oxfordahsn.org/%20).)

1. **What are the roles & responsibilities of the lay partners for this project?**

We are looking for two lay members for the Project Steering Group (PSG), which provides governance for the Project and strategic guidance and support for the Project Management Team.

*(Please see full Terms of Reference for the Steering Group attached.)*

Key roles for lay members :

* Champion and advocate for increasing patient and public involvement and awareness throughout this project during Steering Group meetings
* Be a champion for the project to outside stakeholders

Key responsibilities for lay members

* Prepare for quarterly Steering Group meetings by reading/reviewing plans, papers, proposals and other associated documentation
* Play an active role during meetings
* Represent and promote the project within their networks and groups for whom the Project would be relevant

**It is essential that applicants live within the area covered by the Oxford AHSN**

[**http://www.oxfordahsn.org/about-us/**](http://www.oxfordahsn.org/about-us/)

1. **Time commitment?**

Membership of the Sleepio Project Steering Group is for 25 months, or the duration of the Project. You will be invited to attend meetings every 3 months at the Oxford Science Park.

Meetings last for up to 2 hours and are scheduled during working hours – current planned dates are 19 June, 11 September, and 11 December 2018.

In addition, we are looking for flexibility to attend meetings and events beyond the Thames Valley area on behalf of the Project. The time commitment is not expected to exceed 10 hours per quarter, including meeting time.

1. **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 Sleepio Project member of staff
* An increased understanding of the health, care and innovation landscape

**5. Detail for each Steering Group position**

We are looking for members who are enthusiastic about achieving the aims of the Project, and who will be able to use their experience to help it achieve these aims.

* *Position 1 Experience of involvement activities*. Do you have experience of representing patient and public views in a research or healthcare setting? Are you an active member of a patient advocacy group or network of patients? Can you help the Sleepio Project by bringing your experience and the views of others to the Steering Group?
* *Position 2 Lived experience of insomnia*. Have you experienced insomnia? Are you able to describe the benefits of digital therapy approaches, either through using Sleepio, or another digital therapy? Would you like to apply your experience to improving access for other poor sleepers?

If you can answer yes to any of the questions above, we would like to hear from you.

### 6: Payment

An honorarium of £250 per quarterly will be paid. This includes preparation time, meeting time, and any agreed follow up actions (maximum 10 hours per quarter). Local travel expenses will also be reimbursed.

Lay members will need to complete an expenses form to submit on a quarterly basis.

### 7: Equality statement

Promoting equality and equity are at the heart of Oxford AHSN 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.

### 8: How to apply

Please complete the application form on the following page and return to [info@oxfordahsn.org](mailto:info@oxfordahsn.org) by **midday May 21st**.

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 on May 24th and 25th.**

**Person specification**

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| **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 | **Essential for position 1 – involvement experience** | **Desirable for position 2 – lived experience of insomnia** |
| 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 10 hours per quarter to the role and to travel to meetings | **✓** |  |
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**Application Form: Lay member of Sleepio Project Steering Group**

If you would like to apply for these exciting opportunities, please complete all sections of the following application form and submit by **midday on 21st May 2018** to [info@oxfordahsn.org](mailto:info@oxfordahsn.org)

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| **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?** |  |
| **Which position do you wish to be considered for:**  **Position 1 – experience of involvement activities in healthcare and/or research yes/no/maybe**  **Position 2 – lived experience of insomnia**  **Yes/no/maybe** | |