***Role description and application form for lay members of the Emergency Laparotomy Collaborative (ELC) Project Steering Group***

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| **Two lay positions on the Emergency Laparotomy Collaborative (ELC) Project Steering Group** | |
| **1. Individual with experience in patient and public Involvement in healthcare or healthcare research**  **2. Person with personal, or family, experience of emergency, life saving surgery** | 1. To provide a lay perspective on the progress and outcomes of the Project  2. To provide a patient, or carer, perspective on the realities of emergency surgery |
| Duration | The Project will run from January 2019 to April 2020. The lay members will be expected to attend five Steering Group meetings, one every three months |
| Expenses | A payment of £250 per quarter is available - covering meeting time, reading and preparation time and up to 6 hours of additional work between meetings  Local travel expenses will be paid |
| Deadline for applications | 12 noon, 30th November 2018 |
| Interview | 12th December at Oxford AHSN offices |

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

Stephen Sellery – Project Manager, Emergency Laparotomy Collaborative Project, Oxford AHSN

[Stephen.sellery@oxfordahsn.org](mailto:Stephen.sellery@oxfordahsn.org)

Or

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

1. **The Emergency Laparotomy Collaborative Project**

**Why?**

Emergency laparotomy is a surgical operational carried out to find the cause, and often to treat, sudden severe abdominal pain. It is a common, high-risk operation; 30,000-50,000 are carried out every year in the UK. Over 25% of patients stay in hospital for more than 20 days after surgery. This costs the NHS over £200m a year in ward care. Care could be improved as we know that:

* death rates for this surgery vary a lot between hospitals,

other important things also vary such as how senior the staff are at the operation, use of beds in critical care units after the operation and how fluids are used during recovery.

**What?**

The Royal Surrey County Hospital NHS Foundation Trust developed a set of actions and standards to help improve care for patients having emergency laparotomy surgery – a care bundle. This was shown to reduce deaths and illness after these operations. The care bundle was then used in the original Emergency Laparotomy Collaborative (ELC) Project in three Academic Health Sceience Networks (AHSNs)—Kent Surrey and Sussex, West of England and Wessex. It was also very successful at reducing death and illness and so is now being rolled-out across England.

**Aims of the ELC:**

* Improve standards of care for patients
* Embed quality improvement skills to help sustain changes made at the hospitals
* Encourage a culture of collaboration across the regions

1. **Role Description**

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

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

**Key roles for lay members:**

* Advocate for high quality patient and public involvement
* Advocate for inclusion of patient and carer experience
* Use personal experience of involvement work and/or emergency surgery to give a lay perspective to the discussions at Steering Group meetings
* Act as a critical friend to the Project Team
* 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 or other papers as requested
* Play an active role during meetings

**It is essential that applicants live within the area covered by the Oxford AHSN – Oxfordshire, Buckinghamshire, Berkshire and Milton Keynes.**

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

1. **Time commitment?**

Membership of the ELC Project Steering Group is for 15 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.

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 the Steering Group meetings.

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 ELC Project Team member
* An increased understanding of the health, care and innovation landscape

**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 and submit an expenses form once every quarter.

### 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 November 30th**.

We will rely on the information you provide in the application form to assess whether you have the skills and experience required to be called for interview. The interviews will be held on the 12th of December 2018 at the offices of Oxford AHSN – Oxford Science Park.

**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 being a member of a senior 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 10 hours per quarter to the role and to travel to meetings | **✓** |  |
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**Application Form: Lay member of Emergency Laparotomy 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 30th November 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?** |  |