**Lay Partner for the Oxford Academic Health Science Network (Oxford AHSN) Clinical Innovation Adoption Programme Oversight Group**

**Role Description and Application Form**

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| **A position is available for the Clinical Innovation Adoption Programme Oversight Group** | |
| **Clinical Innovation Adoption Programme lay partner** | To provide public’s perspective on innovations that could improve patient outcomes and find sustainable solutions for the NHS |
| 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](mailto:docfindlay@gmail.com)

Sian Rees – Director of Patient and Public Involvement, Oxford AHSN [sian.rees@oxfordahsn.org](mailto: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/](http://www.oxfordahsn.org/%20))

We wish to appoint a lay partner to work with the Clinical Innovation Adoption programme

* Clinical Innovation Adoption Programme <https://tinyurl.com/y7aak5ng>

**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/)

**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 Clinical Innovation Adoption 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:
  + Clinical Innovation Adoption 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

**Details of the position**

**1. Lay Partner for Oxford AHSN Clinical Innovation Adoption Oversight Group**

The Oxford AHSN Clinical Innovation Adoption programme aims to improve patient outcomes and reduce costs by speeding up implementation of evidence-based innovations. The Clinical Innovation Adoption team helps the NHS find sustainable solutions, matching innovations with priorities and needs.

The CIA programme has evaluated more than 300 innovations, taking account of potential benefits, impact on patient experience, local priorities and ease of adoption. As a result 33 innovations have been implemented covering medicines, devices, digital and diagnostics.

To find out more visit the Clinical Innovation Adoption website: [clinicalinnovation.org.uk](http://clinicalinnovation.org.uk/)

**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 | **✓** |  |
| 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](mailto: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](mailto:info@oxfordahsn.org) by **midday 30th November 2018**. Or alternatively by post to: Ferdinand Manansala, 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 10th December 2018**.

**Application Form: Lay Partner Oxford Academic Health Science Network Clinical Innovation Programme Oversight Group**

If you would like to apply for this exciting opportunity, 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)

|  |  |
| --- | --- |
| **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?** |  |