

Oxford Academic Health Science Network (AHSN) Anxiety and Depression Network

Patient and Public Forum

TERMS OF REFERENCE

Introduction

About the Oxford Academic Health Science Network

The Oxford Academic Health Science Network (Oxford AHSN) brings together the NHS, universities, business, patients, clinicians and the public to promote best health for our population and prosperity for our region.

Its aim is to break down traditional organisational boundaries and build stronger relationships between industry, clinical services, scientific and academic communities – coupled with better knowledge exchange – which will bring lasting benefits as best practice is spread quickly and widely across the NHS.

The region we cover includes Berkshire, Buckinghamshire, Oxfordshire and Milton Keynes
We will:

- Focus on the needs of patients and local populations
- Speed up adoption of innovation into practice
- Build a culture of partnership and collaboration
- Promote prosperity in the Oxford AHN region

About the Anxiety and Depression Network

The Anxiety & Depression Network aims to continuously improve psychological therapies for adults suffering with common mental health disorders and, with that, enhance patient outcomes.

Our vision is to consistently provide the right, NICE recommended psychological treatments of the highest quality in a timely fashion so that more patients will achieve recovery and enjoy a better quality of life as a result of treatment.

The A&D Network works closely with all IAPT services (Improving Access to Psychological Therapies), their commissioners and academics at the cutting edge of psychological treatment research to reduce variability in outcomes through effective performance and patient outcome data analyses and by sharing innovation and research findings.

Aims

The focus of the Anxiety & Depression Clinical Network will be on maintaining high recovery and reliable improvement rates, rapid dissemination of latest advances in treatments, better support post-discharge and improved user involvement. Professor David Clark is the Clinical Lead.

The role of the Oxford AHSN Anxiety and Depression Network Patient and Public Forum

- To ensure the Anxiety and Depression Network understands and responds to patients' and the public's interests, needs and concerns about services planning, provision, research, innovation and improvement.



Responsibilities

- Provide wider patient, carer and public opinion, advice and guidance for the Patient and Carer Representative on the Anxiety and Depression Network Steering Group
- To make recommendations about how services could be improved to deliver a better patient experience
- To receive reports on how this feedback has been used to improve services
- Act as a conduit for ideas and views to and from Local Patient Groups relevant to this network
- To advise on dissemination of the work of the Anxiety and Depression Network so that communications from the Network reach as wide a cross-section of service users and professionals as possible
- To share information about other relevant work in progress, or about policy and practice developments, which they know about, providing additional context and information
- To use their own networks, where appropriate, to publicise the work, advice and decisions of the Anxiety and Depression Network
- To help guide the development of recommendations for further work
- To support patient/carers/public representation on each of the project groups

Membership

The Forum will be supported by the Anxiety and Depression Network's manager, Ineke Wolsey and the A&D Network senior researcher Michelle Lee.

The network welcomes applications from people of all backgrounds from across the whole region.

The application request to join the forum will be circulated as widely as possible through patient involvement groups.

We are asking forum members to be able to express the needs of patients and public as a whole, whilst not excluding specific communities and groups.

Membership will include:

- Anxiety and Depression Network Manager, Ineke Wolsey
- The A&D Network senior researcher Michelle Lee
- Carers and members of the public who have an interest in enhancing 'Improving Access to Psychological Therapies' (IAPT Talking Therapies) services across our region
- Ex-service users of IAPT services
- The PPIEE staff leads from all participating IAPT services
- An employment advisor to represent this group of professionals
- The Chair is the network manager Ineke Wolsey

In addition:

- Clinical Leads and/or Service Leads will attend from time to time to provide specialist advice and support to the Forum
- Total number of forum members is not likely to exceed 20

Quorum

- The meeting will achieve quorum if the either the network manager or the senior researcher is present with at least four other patient/public/carers members of the Forum.

- Decisions are to be by consensus, or in specific instances of absence of time allotted by the Chair, by majority; where any decision is split, the Chair will have the casting decision

Attendance

- Members would normally attend meetings, and it is expected that members will attend 3 out of the 6 scheduled meetings a year
- The Chair may invite members of the Network to attend for particular items

Ways of working

- The Group will meet face to face at least 5 times a year and meetings will be held in the High Wycombe area, 4-6.30 with a sandwich supper included.
- Members of the Group will receive any papers one week before each meeting
- Action Notes / Minutes of the meeting will be kept by the network manager and agreed by all members of the Group who attended the meeting
- Members may be contacted between meetings for advice should the need arise
- From time to time sub-groups may be formed to work on specific issues as appropriate
- From time to time individuals may be co-opted to provide specific advice and expertise as required
- The Forum will conduct its business in accordance with any national guidance, and relevant codes of conduct/good governance practice as appropriate.

Reporting

- The Minutes/ Action Notes of the Anxiety and Depression Network Patient and Public Forum meetings will be made available on the Network's website (with patient members' names removed, only initials).

Support and Out of Pockets Expenses

- Forum members will be offered dedicated support on all practical issues such as help with claiming expenses, access to meeting papers, support during meetings, answering queries and any additional advice as needed
- Reasonable adjustments such as providing support for care, payment for carer, an interpreter, wheelchair accessible taxi, can be made – please discuss with the main point of contact
- There will be opportunities to meet other patients, carers and members of the public in similar roles within the Oxford AHSN and our partner organisations
- You will be offered training and development opportunities from time to time
- These are unpaid positions. Forum members will be able to claim out of pocket expenses as per the Oxford AHSN Lay Partner Expenses & Involvement Payment policy. Receipts must be provided for expenses to be paid.

For any queries, contact Ineke Wolsey, Network Manager for Oxford AHSN Anxiety and Depression Network

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For more about the Anxiety and Depression Network:

<http://www.oxfordahsn.org/our-work/clinical-networks/depression-anxiety/>