

Board Lay Person

Brief & Job Description

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Summary of Job purpose

The Peninsula Cancer Alliance is looking for another lay person representative to help our Board consider and prioritise the needs of patients and the public.

You have been invited to become a core member of the Board for the unique perspective that you can provide on the cancer pathway from diagnosis, to treatment and to 'Living With and Beyond Cancer' (now referred to as Personalised Care).

Background Information

The Peninsula Cancer Alliance (PCA) is one of 19 Cancer Alliances across England; an Alliance brings together clinical and other senior leaders and patients across a defined geography to:

- Plan and lead locally to deliver the ambitions set out in the NHS long-term plan.
- Reduce variation in outcomes and improve access to high quality, evidence based interventions across whole pathways, and for the alliances whole population.¹

In 2019, the NHS Long-Term Plan set out its ambition that by 2028, and extra 55,000 people each year will survive for 5 years or more following their cancer diagnosis. This will include improving our national screening programmes, giving people faster access to diagnostic tests, investing in innovative treatments and technologies, and making sure more patients can quickly benefit from precise, highly personalised treatments as medical science advances.²

Personalised care and support under the NHS Long-Term Plan recognise that people are to have proactive, personalised conversations focusing on 'what matters

¹ <https://www.canceralliance.co.uk/who-we-are/>

² The NHS Long Term Plan (Jan 2019)

to them' by attending to their needs, wider health and wellbeing and the outcomes that they want to achieve. Cancer Alliances offer a vehicle for this to happen. By ensuring that there is meaningful engagement with service users, this will enable Alliances to prioritise local care, gather insight and assure quality.

Board Membership

The current Board is made up of the following:

- Management representatives from the Peninsula Cancer Alliance
- Management representatives from each of the two Clinical Commissioning Groups
- Cancer Lead Clinicians from the Alliance and Strategic Transformation Partnerships
- Cancer Lead Nurses from local provider organisations
- Regional managers from NHS England & Improvement
- Workforce Transformation Lead from Health Education England
- Representatives from Public Health England
- Head of Service from Macmillan Cancer Support
- Representatives from CRUK
- Two lay people/ patient representatives (one position vacant)

See **Appendix 1** for the Board's Terms of Reference.

Lay Person Role

The Board would like to have two lay representatives but only one lay person position is currently filled. Each representative is asked to carry out the following duties:

- Ensure that the Board considers and prioritises the patient, carer and family perspective.

- Ensure that the Board makes provision for Personalised Care:
<https://www.england.nhs.uk/ourwork/patient-participation/patient-centred/planning/>
- Champion the diversity of patient and public views and not just to represent their own experience.
- Draw on the range of needs identified in the draft Quality Markers (**Appendix 2**) for the Rapid Diagnostic Services which stretch beyond that service when commenting and reviewing documentation.
- Provide 'critical friend' challenge into the group.
- Champion and advocate for increasing patient and public awareness of the Alliance's role and activities.
- Comply with the Standards of Conduct, respecting the confidential nature of discussions when it is made clear by the Chair that this is a requirement.

Essential Criteria

- The lay representative must comply with Standards of Conduct, which includes information on:
 - a) Declarations of interest
 - b) Confidentiality requirements – especially when it is made clear by the Chair that this is a requirement.

The Standards are contained within the Application Pack for the role (**Appendix 3**).

- Each lay representative should have ideally been treated for cancer by one of the above Peninsula Cancer Alliance trusts in the past two years. Indirect representatives (carers or patient panel representatives) should have indirect knowledge of treatment for cancer in a personal and unpaid capacity acquired in the last two years at least.

- The lay representative should be prepared to make contributions that reflect a number of different patient perspectives and must be able to demonstrate familiarity with experiences of people affected by cancer.
- The representative will be prepared to commit four working days per year to attend Board Meetings on a voluntary basis, plus extra time before the meeting to read papers and ask questions in order to prepare sufficiently. There will be a need for the patient representative to commit further time to discuss outcomes and developments from the Board with other users or support group members. A carer or patient panel representative will need to do the same.
- The current minimum tenure in the role the representative would need to be committed to is **one year**.
- They should be willing to travel to the meetings held within the South West region (Devon/Cornwall), typically Lifton in Devon.
- They should have the confidence to ask for information to be translated into lay terms within an official meeting environment.
- They must be able to understand/ evaluate a range of information and evidence, some of which will be quantitative in nature.
- They must have a passion to improve the patient experience by sharing opinions formed by their own experiences and others from within their local community.
- They should have an awareness of and commitment to Equality & Diversity.

NB: Unfortunately, you are not eligible to apply if you are a current NHS employee or contractor.

Desirable Criteria

- The lay representative should be willing to learn and be coached by NHS staff.
- They should be passionate about the NHS and the delivery of the Long-Term Plan for cancer.

- If they have the skills, they should be willing to act as a mentor for other lay members and patient representatives associated with the Peninsula Cancer Alliance.

Support for the Lay Person

The Peninsula Cancer Alliance will provide support in the following ways:

- Contact details for the Macmillan Patient & Public Engagement Lead and Business Manager.
- Opportunities for peer support (regular patient rep meetings or forums)
- Coaching/ personal development with help from the Macmillan Patient & Public Engagement Lead
- Peninsula Cancer Alliance Business Manager will provide sufficient documentation prior to the meeting and provide a debrief on items contained in the meeting's agenda
- All reasonable travel expenses incurred from attending the Board Meetings will be reimbursed by the Peninsula Cancer Alliance and refreshments provided at the meeting.

See **Appendix 4** for PCA/ NHSE & NHSI Expenses Policy)

Lay Person Milestones

Milestone	Activity	Time	✓
Informal meeting with PCA staff	Share/ discuss the Job Description and Brief prior to the meeting. Informal chat about role to include NHSE & NHSI PPV Standards of Conduct Exchange contact details	One hour	
Decision to proceed & Application Process	Patient representative to complete and return: <ul style="list-style-type: none"> ▪ Application Form ▪ Equal Opportunity Monitoring Form 	2 weeks	

Meet Chair	Welcome to the role	Variable (only where possible)	
First Meeting Preparation	<p>Lay person to receive documentation from Business Manager</p> <p>Lay person and Macmillan Patient & Public Engagement Lead meet to go through meeting agenda and items</p> <p><i>NB: The lay person may wish to discuss items before this with Macmillan Patient & Public Engagement Lead over the phone or via e-mail.</i></p>	<p>Approx. 2 weeks before meeting</p> <p>One hour before meeting</p>	
First meeting Actual	<p>Chair to introduce lay person to the Board</p> <p>Patient to ask questions/ raise issues if they feel comfortable</p>	Time and date on agenda provided	
First meeting Debrief	<p>Macmillan Patient & Public Engagement Lead to follow-up with lay person</p> <p>Discuss further support required and development plan for lay person</p>	Within one week	
Decision to proceed	Lay person and Peninsula Cancer Alliance	Within two weeks	
Peer support	Peninsula Cancer Alliance offers patient representative opportunity to link with other lay members or patient representatives	Tbc	
Annual Review	With Chair and Macmillan Patient & Public Engagement Lead	End of one-year period	

(after four meetings)			
End of involvement (end of tenure, resignation, unsuitability)	<p>Managed by Peninsula Cancer Alliance but will involve:</p> <ul style="list-style-type: none"> • Written confirmation • Thank you letter • Certification of attendance (as appropriate) • Evaluation questionnaire/ feedback form (as appropriate) • Payment of all outstanding expenses 	Variable	

Contact Information

If you are interested in becoming a patient representative at one of our CAG meetings, please contact:

Lisa Martin (Macmillan Patient & Public Engagement Lead)

Telephone: 01392 675286/ Mobile: 07866 151565

Email: lisa.martin3@nhs.net

Include link to new PCA website

Appendices - separate attachments

1. Board Terms of Reference
2. RDS Draft Quality Markers
3. Application Pack including Standards of Conduct related documentation
4. PCA/ NHSE& NHSI PPV Expenses Policy