

Royal Brompton & Harefield NHS Foundation Trust and King's Health Partners Programme

Role Description for Patient-Public Reference Group Member

Role:	Patient-Public Reference Group member – all members
Estimated time commitment:	Meetings every 4 – 6 weeks
Preparation / pre-reading:	1 - 2 hours per meeting
Length of meetings:	1.5 - 2 hours

About the Patient-Public Reference Group

The partnership is committed to involving a range of patient-public stakeholders in developing proposals for the way we provide heart and lung services in the future. This group has an important role in making sure the views of patients and the public are reflected, considered and influence the work of the partnership. This includes both adults and children's heart and lung services that are described in the partnerships' work. You can find more information about the role of the group in its Terms of Reference

Who are the members of the Patient-Public Reference Group?

The membership of the group may include:-

- 3 x Foundation Trust governors nominated by each partner NHS organisations
- Nominated representatives of interest groups, such as charities and community voluntary sector organisations who support the views and interests of patients with heart or lung conditions
- Parents / carers of children and young patients and adult patient who have a heart or lung condition and receive care at one of the hospitals in the partnership, who will be appointed to the group through expressions of interest

Valuing the knowledge and experience patient and public lay members: your responsibilities

We value the knowledge and experience of patient-public stakeholders, either as patients and carers of those who use our services or community voluntary organisations who represent and support the interests of patients and service users. We recognise they bring skills from other parts of their lives, whether this be from professional experience or their home lives. To become a member you should be:-

- able to use your experiences as a patient or carer to comment, challenge and make suggestions about the partnership's work and / or;
- able to reflect the views of the group or organisation you represent
- be willing to take part in discussions in a large group of people who you may not know at first
- able to share your views and opinions constructively – this means being able to offer both positive and negative comments in a way that is helpful

- considerate and be respectful of the views of other patient-public stakeholders and group members, even when their views may be different to your own – there are no right or wrong answers

Main Responsibilities of the Role

- To attend at least 50% of all meetings
- To be informed and prepared for each meeting by reading and reviewing papers and other background information
- To bring a patient/public perspective to discussions to help inform decision(s)
- Where applicable, to feedback and update the group or organisation you represent

How will the partnership support you in this role?

We are committed to supporting the patient and public members of the group. To support you in this role, we will:

- Welcome you to each meeting and show respect and consideration for your views
- Reimburse reasonable expenses for each meeting, in accordance with the policy provided by Guy's and St Thomas' NHS Foundation Trust to be used by the partnership
- Provide information about our work, making efforts to ensure it is accessible and easy to understand
- Send copies of meeting papers to you so you have enough time to prepare. Papers will usually be sent 3-6 days before the meeting
- Support you to prepare for meetings, where possible giving you the opportunity to ask questions or discuss any queries beforehand

ENDS