

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

Role Description for Respiratory Delivery Board Member

Role:	Respiratory Delivery Board Patient and Public Lay Member
Estimated time commitment:	Monthly meetings <i>(meetings take place monthly, usually Fridays at 8AM, and they rotate between locations at Royal Brompton, London Bridge, Waterloo and Denmark Hill)</i>
Preparation / pre-reading:	1 - 2 hours per meeting
Length of meetings:	1.5- 2 hours

About the Respiratory Delivery Board

The Respiratory Delivery Board is responsible for overseeing the development of plans for the way adult respiratory (lung) services and research activities are delivered in the future. This is known as the Clinical Academic Model.

As well as overseeing work relating to the Partnership's adult respiratory (lung) services, the Delivery Board also oversees areas of work relating to:-

- thoracic surgical services – for example, surgery to treat diseases and conditions of the lungs, oesophagus (gullet) diaphragm and chest wall
- critical care services - such as Intensive Care Units

It is also responsible for providing oversight to a range of transformation projects that will change and improve the way services are provided now and in the future. It aims to advance collaboration between member organisations of the RBH-KHP Partnership.

In addition to these responsibilities that relate specifically to respiratory services, the Delivery Board is also responsible (along with the Cardiovascular, Children's and Allied Clinical Sciences Delivery Boards) for contributing to the RBH-KHP Partnership business planning process. In doing this the Delivery Board will:

- Contribute to the development of different options for how clinical services will be distributed across hospital sites (service configuration options) that we will evaluate in our business case
- Help to determine how we will evaluate these service configuration options
Provide the evidence necessary to evaluate the service configuration options in relation to respiratory services

Who are the members of the Respiratory Delivery Board?

- Membership of the Delivery Board includes clinical, academic and senior management and leadership representatives of the following organisations:
 - Guys and St Thomas' NHS Foundation Trust
 - Royal Brompton & Harefield NHS Foundation Trust (RB&HFT)
 - King's College Hospital NHS Foundation Trust
 - King's Health Partners
 - RBH-KHP Programme Team

- The Respiratory Delivery Board is chaired by a Non-Executive Director from RB&HFT

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:-

- a current patient or carer of a patient who has a long-term respiratory (lung) condition or representative of the patient-user group that supports people with long-term respiratory (lung) condition
- able to use your experiences as a patient or carer to comment, challenge and make suggestions about the partnership's work and / or;
- able reflect the views of the group or organisation you represent
- 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 way that is helpful
- considerate and 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
- Structure our meetings in a way that supports your involvement
- 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 up to 3 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