

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

Role Description for Children's Delivery Board Member

Role:	Children's Delivery Board Patient and Public Lay Member
Estimated time commitment:	Monthly meetings (meetings take place monthly and they rotate between locations at Royal Brompton (South Kensington), St Thomas' Hospital (Waterloo) and King's College Hospital (Denmark Hill))
Preparation / pre-reading:	1 hour per meeting
Length of meetings:	1.5 - 2 hours

About the Children's Delivery Board

The Children's Delivery Board is responsible for developing the planned future model for clinical services and research activity (known as the clinical academic model) for children's and young people's cardio-respiratory (heart and lung) services within the RBH-KHP Partnership.

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 children's services, the Delivery Board is also responsible (along with the Adult Respiratory, Adult Cardiac, 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 configured across hospital sites
- Help to determine how these service configuration options are evaluated in our business case

Children's clinicians have set out a compelling vision for future services and have identified numerous areas where children & young people, staff and the wider health system will benefit as a result of the Partnership's development. The Delivery Board is now supporting clinical teams in the next phase of the Partnership's creation and would greatly value the involvement and insight of a Patient & Public Lay Member.

Who are the members of the Children's Delivery Board?

- Membership of the Delivery Board includes clinical, academic and senior management and leadership representatives of the following organisations:
 - Evelina London Children's Hospital
 - Guys and St Thomas' NHS Foundation Trust
 - Royal Brompton & Harefield NHS Foundation Trust

- King's College Hospital NHS Foundation Trust
 - King's Health Partners
 - RBH-KHP Programme Team
- The Children's Delivery Board is chaired by a Non-Executive Director from KCH

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 parent or guardian of a child living with a cardiac or respiratory condition to comment, challenge and make suggestions about the partnership's work and / or;
- able reflect the views of the patient support 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 way that is helpful
- considerate and be respectful of the views of other 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