

East Midlands Patient and Public Involvement Senate Role Description & Application Form

Background

The East Midlands Academic Health Science Network (EMAHSN) is the innovation arm of the NHS, and one of 15 AHSNs across the country. We work in collaboration with the NHS, social care, industry, academic, the Third Sector and patients and the public to support delivery of innovation and transformation across the East Midlands and beyond. Read more about the EMAHSN and its work [here](#).

We are passionate about patients and the public involvement in healthcare innovation and transformation, and in 2014 established the East Midlands Patient and Public Involvement (PPI) Senate.

PPI Senate role

The PPI Senate offer a patient and citizen perspective and advise on best practice PPI to both internal EMAHSN programmes and external health and care systems and organisations. Read more about the PPI Senate [here](#).

Members of the Senate are experts by experience patients, carers, citizens and members of the public from across the East Midlands. They come from different backgrounds bringing diverse experience, perspectives, insight and expertise. They have sound understanding of the public involvement agenda across health and care, and are often connected to other patient and service user forums or voluntary sector groups. They provide positive feedback where public involvement and co-production is going well, and also constructive advice on how public involvement and co-production could be better.

Senate members will:

- Be 'Organisationally agile' and able to understand and critically evaluate the role of public involvement across the health and social care system.
- Be sensitive and responsive to the challenges of achieving positive change.
- Work as a team with other Senate members and staff. Have a collegiate and constructive approach when influencing PPI and engage with others in a supportive manner.



- Have an established track record of championing PPI and patient voice. Where possible they will hold a strategic role in an East Midlands organisation - perhaps as the PPI voice on a Board or in a similar position of responsibility or influence.
- Demonstrate an ability to connect with, interpret and scrutinise national and local PPI health and social care policy and local implementation.
- Embrace and champion equality, diversity and inclusion and advocate issues for people who are underserved and seldom heard.
- Have sound knowledge of the PPI agenda and ability to influence, beyond a single issue and their own particular interest.
- Have the time to attend bi-monthly meetings and additional activities when required. Due to Covid-19 all Senate strategic meetings are online lasting about 2.30 – 3.00 hours each. Applicants will need to have access to and ability to use IT. When safe to meet face-to-face, meetings may be at locations across the East Midlands, so some travel may be required.
- Adhere to EMAHSN key policies such as confidentiality, equality and diversity, Duty of Care and safeguarding.
- Be able to attend activities outside of the formal meetings such as commenting on strategies/documents, co-produce information, attend/co-deliver events, selection panels etc. We estimate about 2 days a month may be required for this role.
- Be willing to take part in development sessions to enhance their role.

Senate Values

Senate members will display personal integrity, underpinned by the following behaviours summed up by the acronym **OSCAR**:

- **Own** – members will carry a sense of corporate responsibility for the activities and decisions of the PPI Senate.
- **Share** – members will listen and talk to partner organisations and others beyond the PPI Senate to widen its reach and impact.
- **Contribute** – members will take an active and constructive part in the activities of the PPI Senate.

- **Attend** – members will attend meetings and activities whenever possible.
- **Respect** – members will embrace equality and diversity and treat others with dignity and respect.

Payment and Reimbursement

Public involvement is essentially a voluntary role, and not paid employment. However, it is important that volunteers are not out-of-pocket, and that we recognise and value peoples' contributions. To this end, we offer two payments which need to be discussed and approved by the Programme Lead in advance:

- We reimburse reasonable out-of-pocket expenses such as mileage, parking, public transport, and reasonable contribution towards carers costs.
- We offer a participation payment -agreed in advance of activities. This is not a regular payment, nor does it form any contract of employment – it is a thank you. For example, participating at x 1 bi-monthly strategic Senate meeting, the payment offer is £75. Our payment offer is in line with our Payment Policy which offers different payment rates for activities according to duration and complexity. It is important to note, that not all activities will have an offer of payment.

Any participation payment received may be classed as earnings or income by His Majesty's Revenue and Customs (HMRC) and the Department for Work and Pensions. You will be responsible for declaring this and it may affect a state benefit you receive, so please check before accepting payments.

What can you expect from the Academic Health Science Network:

- Support, direction and development of the Senate and its activities – including opportunities and development of individual members.
- Individual mentoring and wider development opportunities to Senate members if required. This may include support in preparation for activities.
- Administration to support the Senate function and delivery of its action plan.
- A budget for the Senate to carry out its role.
- An open-door policy, so please approach us with any issues and suggestions.

If you have any questions about this document, please contact:

Hannah Rooney, Public Involvement and Equalities Specialist
Email: hannah.rooney@nottingham.ac.uk or phone **07815 475858**



SECTION 1: East Midlands Patient Public Involvement Senate Application form

The application process involves you completing Section 1 and inviting someone who can endorse your application. This should be a person from an organisation who can confirm you meet the requirements of the role.

Please email both Section 1 and Section 2 to: hannah.rooney@nottingham.ac.uk

By midnight on Sunday 19th March 2023

Suitable candidates will be invited to an online interview via Microsoft Teams or Zoom.

If you would like an informal discussion or more information about the Senate role before applying, please email: hannah.rooney@nottingham.ac.uk or call **07815 475858**

SECTION 1 – Applicant to complete		
Name		
Organisation / background / sector		
Telephone		
E-mail		
Do you feel that you meet the above role expectations? (please tick) ¹	YES	NO
Do you meet the Senate values? (please tick) ¹	YES	NO
Reference from endorsing organisation attached (please tick) ¹	YES	NO
EMAHSN use only		

¹ Applicants who answer “NO” to the above questions or fail to attach their Reference form will be automatically excluded from selection.

Briefly outline your:

- Lived experience as a patient, citizen or carer and your particular areas of interest
- Track record of Patient Public Involvement (PPI) with a relevant organisation in the East Midlands or wider
- Understanding and experience of PPI and underserved and seldom heard groups and acting as an advocate for these groups
- What you will bring to this role and the work of the EMAHSN
- Any links to wider patient groups/communities.

(700 words max)

Please use the space below to tell us anything further that you think may be relevant to your application.



SECTION 2: East Midlands Patient Public Involvement Senate

Reference and Endorsment Form

Name of the Patient Public Involvement (PPI) Senate applicant (Applicant to add).

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The applicant above is applying to become a member of the East Midlands PPI Senate. The role of the Senate is to provide a lived experience perspective and also advice and guidance to organisations on best practice PPI. This is a strategic role and the Role Description above highlights the key knowledge, skills and attributes we are seeking for this role.

A key requirement for applicants is to provide a reference from a senior level employee of an East Midlands organisation which delivers, commissions or is involved in health and/or social care.

Please complete this reference and return it to the applicant so they can submit their endorsed application. If you would like to discuss the applicant's potential role on the Senate before completing this reference, please contact hannah.rooney@nottingham.ac.uk or call **07815 475858**.

SECTION 2

Referee's/Endorsement Details: Referee to Complete		
Name		
Role		
Organisation		
Telephone		
E-mail		
Do you feel that the applicant is able to meet the Role Description? (please tick)	YES	NO
EMAHSN use only		

Please describe the role the applicant had with you and how they added value to your organisation through their Patient Public Involvement role.
(500 words max)



