Patient Representative Role Description

# Phlebotomy Steering Group

13.07.21 FINAL



**Role Title:** Patient Representative – Phlebotomy Steering Group

NHS Shropshire, Telford and Wrekin Clinical Commissioning Group

**Accountable To:** Chair of Phlebotomy Steering Group

**Main contact:** Emma Pyrah, Head of Transformation and System Commissioning - Community

**Location:** CCG Headquarters

**Role of the Appointed Patient Representative**

The purpose of this role is to be a Patient Representative on the Phlebotomy Steering Group and carry out the following functions:-

1. Ensure that the feedback received from the engagement activity has been duly considered in the design of the options.

**Responsibilities of an Appointed Patient Representative**

* To remain objective and to respect the views of other Appointed Patient Representatives.
* To prepare for the meetings by reading the meeting agenda and associated documents provided
* Devote the necessary time to attend regular virtual meetings or in person at the CCG’s offices.
* Comply with the CCG’s Constitution, Standards of Conduct and supporting policies and procedures <https://www.shropshiretelfordandwrekinccg.nhs.uk/about-us/our-constitution-and-the-nhs-constitution/> and respecting the confidential nature of discussions when it is made clear by the Chair that this is a requirement
* Once appointed, if representatives find themselves unable to commit to the frequency of meetings required as specified, to contact Emma Pyrah, Head of Transformation and System Commissioning – Community, to discuss whether it is feasible to remain a representative on the group. (see time commitment below)

**Remuneration**

* The role of an Appointed Patient Representative is a voluntary one and those appointed will not receive any remuneration

**Expenses**

* You may claim travel and out of pocket expenses which are incurred whilst carrying out your role and responsibilities as an Appointed Patient Representative to the Phlebotomy Steering Group

**Time Commitment**

* The Steering Group will undertake its work during from August until September/October. It is proposed that the Task and Finish Group will meet weekly for one hour during this period, however, 2 of those weekly meetings will be earmarked for a workshop session up to 2 hours each

**Tenure of Appointment**

There are 2 phases to this piece of work. From August to October the objective is to develop a preferred option and business case for phlebotomy, once approved the project will move to the mobilisation phase. The PR input will be required for both phases expected timeframe 6 – 9 months

**Accountability**

* The Chair of the Phlebotomy Steering Group

**Conflict of Interest**

* A Patient Representative should declare any private interests which may, or may perceived to, conflict with the role and responsibilities of being a Patient Representative on the Phlebotomy Steering Group

**Diversity, Equality and Inclusion**

* The CCG values and promotes diversity and is committed to equality of opportunity for all.
* We will also ask you to let us know if you have special needs that we need to support, to enable you to participate fully.

**Training:**

* Support will be provided to ensure any personal developmental needs are identified and are met
* One/two developmental sessions will be held with the appointed patient representatives to ensure all have:-
* A consistent understanding of the local economy/current service provision
* The reasons why the review is so important (consistency of access/commissioning/equality etc.)
* Current changes in the NHS – development of ICS etc.

**Vicarious Liability**

* Whilst you are carrying out this volunteering role, you will have the full protection of the CCG’s liability insurance, providing you are discharging your role in compliance with the CCG’s Constitution and supporting policies and procedures

If you are interested in participating in this review, or just want some further information then please contact:-

Sharon Smith

Engagement Specialist

NHS Shropshire, Telford and Wrekin CCG/ICS

Email: [Sharon.smith90@nhs.net](mailto:Sharon.smith90@nhs.net)

Telephone: 07970 270877

**Person Specification**

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment. These are documented in the person specification below:-

**Appointed Patient Representative – Phlebotomy Steering Group**

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| **Criteria** | **Essential/Desirable** |
| **Skills and Experience** | * Will have some knowledge of the terms “primary care”, “secondary care” and “commissioning” * Representatives will have some knowledge of how to conduct themselves in meetings of this type * Will be able to work through complex information, working through and assigning priorities. * Will be confident and able to articulate their views, ask questions and constructively challenge other members of the group * Will be able to produce strong arguments/justification for their views * To recognise the competing priorities/pressures on the NHS and the need to make best use of the Shropshire pound * To support the Phlebotomy Steering Group and Communications and Engagement Team in the design of all external communications – ensuring that these are a fair and accurate reflection of discussions/decisions * To act in line with the Confidentiality Agreement * Have access to a IT and have IT skills to be able to participate in online discussions |
| **Personal Qualities** | * Applicant must reside in Shropshire, Telford and Wrekin or be registered with one of the 51 CCG member practices * Applicant must be aged 16 or over * Applicant must have integrity and be honest * Applicant must have a strong commitment to patients being involved in helping to design their local health services |