

Opportunity to join RM Partners Patient Advisory Group

Application Information Pack

Introduction

Thank you for your interest in becoming a member of RM Partners Patient Advisory Group which is committed to ensuring that cancer care services across west London are shaped in partnership with the public and patients.

Please read this information pack before completing the application form for this role to ensure you fully understand the application process and to determine whether becoming a member of our Patient Advisory Group is compatible with your experience and existing time commitments.

Please note the closing date for applications is **31 May 2019**.

Correspondence will be primarily via email, unless otherwise requested. If you do not have access to email and would like to be contacted via telephone or post, please state this on your application form. This will not affect your application.

About RM Partners

Our vision is to deliver world class cancer care services across west London. This includes improving outcomes and survival through earlier diagnosis; reducing unwanted variation in outcomes and access and improving and enhancing experience and quality of life for everyone affected by cancer.

We are an established Cancer Alliance and work in collaboration with our partner organisations to identify priorities that will make the most difference to cancer patient experience and outcomes. We work with a range of healthcare organisations across north west and south west London, including 10 NHS acute trusts, 14 clinical commissioning groups, two Sustainability and Transformation Partnerships (STPs), NHS England Specialised Commissioning, community services, hospices, and third sector and voluntary organisations. Our 10 NHS Acute Provider Trust Partners are:

- Chelsea and Westminster Hospital NHS Foundation Trust
- Croydon Health Services NHS Trust
- Epsom and St Helier University Hospitals NHS Trust
- Imperial College Healthcare NHS Trust
- Kingston Hospital NHS Foundation Trust
- London North West University Healthcare NHS Trust
- Royal Brompton & Harefield NHS Foundation Trust
- St George's University Hospitals NHS Foundation Trust
- The Hillingdon Hospitals NHS Foundation Trust
- The Royal Marsden NHS Foundation Trust

About RM Partners Patient Advisory Group

A founding principle of RM Partners is to ensure that patients and families are at the heart of decision making. In 2017, RM Partners established a Patient Advisory Group (PAG) of cancer patients and carers, with experience of a broad range of different cancer types drawn from across the west London area. Collectively they bring a wide range of understanding and experience of cancer to help us in the development and co-design of our programme of work. We are now looking to recruit additional members that represent a wider age-range and diversity.

Our PAG members provide us with vital access to a knowledgeable group of cancer patients and carers who are able to provide patient insight, challenge and advice both strategically and operationally in the development and implementation of our work programme.

The role of the Patient Advisory Group

As a valued member of the Patient Advisory Group you bring important views and perspectives into the development of our cancer improvement projects. Patient Advisory Group members will play an essential role supporting RM Partners to obtain cancer service user, patient and carer perspectives to help shape our cancer projects by enabling us to consider and prioritise the needs of people affected by cancer.

You will also help us to develop and maintain links with local communities, individuals, carers and patient groups so their views may be reflected in our work.

Members of our Patient Advisory Group will be expected to abide by our Code of Conduct, and respect the confidential nature of discussions when it is made clear by the Chairs that this is a requirement.

Who we are looking for

We need people who are passionate about the NHS and willing to support the work of RM Partners in the successful delivery of the cancer aspects of the NHS Long Term Plan. You must have been treated for cancer or have cared for someone who has received treatment for cancer at an NHS hospital in west London, within the past 5 years.

What skills, experience and personal qualities do you need?

1. Passionate about supporting us through a positive dialogue and a cooperative approach
2. Demonstrable interest and commitment to RM Partners vision and strategic objectives
3. Willingness to contribute to discussions to work collaboratively and be respectful of others' views
4. Ability to understand and evaluate a range of information and evidence
5. Ability to maintain confidentiality
6. Willingness to meet the minimum time requirement
7. Able to consider issues beyond your own experience of cancer services and anecdotes
8. Able to communicate your ideas to a wide range of people, including senior healthcare professionals
9. Confident about participating in group discussions and presenting the views of others
10. Able to listen to and respect different perspectives
11. Have an awareness of and commitment to equality and diversity.

We are very keen to encourage applications from local citizens of west London who can represent the range of views and needs of their local communities and people affected by cancer. This could be with your work, paid or unpaid, as part of a local community initiative or with a charity or voluntary group. It does not have to be specific experience within healthcare.

Time Commitment

Membership of the Patient Advisory Group is for 12 months initially to be reviewed thereafter.

- We would like you to attend in person four meetings per year lasting approximately three/four hours, held during office hours in London.
- Be able to engage outside of formal meetings to review and provide us with your comment and feedback on specific material that supports our work projects.

Also

- You will also have the opportunity to participate in project specific workshops and focus groups should you so wish.
- You will need to allow time to prepare for meetings including reading and digesting meeting papers and discussing key issues with wider networks as appropriate.

Payment and expenses

We will reimburse reasonable travel expenses for standard class travel on public transport, in line with our Expenses Policy.

What can you expect from us

Induction meeting and on-going support and guidance from RM Partners

- Opportunities to network with other people affected by cancer at various events
- Regular updates from RM Partners on the progress of our work programme
- Transparency and honesty about what we can and cannot achieve
- Use of plain, jargon free language in meetings and an explanation of all acronyms
- Access to information, including meeting papers, in good time to allow you to prepare and raise questions
- Opportunity to discuss aspects of our work with the relevant teams outside of the main meetings and make relevant contributions to the agenda
- Signposting to additional sources of support if you need it.

How to apply

Please complete and return the following accompanying documents:

- RMP Partners Patient Advisory Group Application Form
- RMP Partners Patient Advisory Group Equal Opportunity Monitoring Form

If you have any queries about the application process, or require support to enable you to apply for this role, please contact the Fiona Carr, RM Partners Patient Involvement and Communications Manager by email: Fiona.Carr3@nhs.net .

Diversity and equal opportunity

RM Partners values and promotes diversity and is committed to equality of opportunity for all. To help us understand if we are achieving this, we ask you to fill out an **Equal Opportunity Monitoring Form** as part of the application process.

Please let us know if you have support needs so that we can understand how we can support you to participate fully.

Once we receive your application

We will acknowledge receipt of your application form via email within 4 working days. If you do not receive an acknowledgment within 4 days, please get in touch.

All applications will receive a successful or unsuccessful notification. Successful shortlisted applicants will be contacted by RM Partners and invited to come into our offices for an informal discussion and an opportunity to meet the RM Partners Patient Involvement Manager and Patient Advisory Group co-Chairs to discuss their suitability for the role and to ask any questions.

Please send your application to Fiona.carr3@nhs.net by 31st May 2019

If you would like to discuss this role please don't hesitate to contact Fiona.carr3@nhs.net