

NHS Cancer Programme

Patient and Public Voice (PPV) Partner

Applicant information pack

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Applicant information pack for the NHS Cancer Programme PPV Partners

Introduction

Thank you for your interest in becoming a Patient and Public Voice (PPV) Partner within the NHS Cancer Programme. As a PPV Partner you will become part of the Patient and Public Voice (PPV) Forum which brings together all of the PPV Partners within the NHS Cancer Programme. The Forum was first established in 2019 and has continued to grow from strength to strength.

PPV Partners play an essential role in supporting the NHS national Cancer Programme team, alongside other partners and stakeholders, to shape projects with people and community voices. They provide advice, perspective and contribute to the design of new national programme systems, policies, and procedures and help the programme to meet the needs to the best of our abilities.

NHS England is committed to ensuring that our health and care services are shaped in partnership with people and communities. Every level of our system needs to be informed by insightful methods of listening to those who use and care about our services. Our commitment to supporting our PPV Partners is set out in our [PPV Partners Policy](#).

Please read this application information pack before completing the application form for this role, to ensure you fully understand the application process, and to determine whether you have the skills and time to become a PPV Partner.

Please note the closing date for applications is 11 October 2023.

NHS England will reimburse reasonable out of pocket expenses in line with the [PPV Partners Expenses and Involvement Payments Policy](#). As part of this post, there will be opportunities to undertake roles which do attract an Involvement Payment. Involvement payments may be classed as earnings or income by His Majesty's Revenue and Customs service (HMRC) or the Department for Work and Pensions (DWP).

There are a number of different roles that PPV Partners will be offered as part of the PPV Forum. We will share with you a description of the different levels of involvement which range from level 1 to level 4. Level 4 roles will be paid involvement payments through the NHS England payroll system. The payment will go directly to your bank account. Payments will be subject to statutory deductions including tax and national insurance (NI), although this will be dependent on your earnings and tax code.

If you are in receipt of state benefits, you should seek advice from the relevant agency, for example JobCentre Plus, ideally in advance of applying and certainly before accepting an offer of a role that attracts an involvement payment, even if you intend to decline the payment. For further information see the [PPV Partners Expenses and Involvement Payments Policy](#) or the [PPV Partners Policy](#).

PPV partners are also expected to comply with the [Standards of Conduct](#), in relation to declaring conflicts of interest arising from:

- any activity indicated in the 'Declaration of Interest' form
- any employment, commercial sponsorship or volunteering activity
- receiving gifts or hospitality which may be regarded as a conflict of interest with the project that the PPV partner is involved in.

Please note that correspondence during your time as a PPV Partner 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.

How to apply

Please complete and return the following accompanying documents by **11 October 2023**:

- PPV Partner Application Form
- PPV Partner Equal Opportunity Monitoring Form

These documents can be returned by email to Tee Moyo, Programme Admin Support on tee.moyo@nhs.net. If you are not able to return it via email, please contact Rachel Françoise, Patient & Public Engagement Manager on: 07713795802. Please leave a voicemail message and Rachel will get back to you.

If you would like support to enable you to apply for this role, and/or information in another format please contact Rachel Françoise either by email: r.francoise@nhs.net or telephone: 07713795802. Please leave a voicemail message and Rachel will get back to you.

We will rely on the information you provide in the application form to assess whether you have the skills and experience required for this role.

Diversity and equality of opportunity

NHS England values and promotes diversity and is committed to equality of opportunity for all. It is hugely important to us that our Patient and Public Voice Forum is made up of a diverse group of people able to reflect the views, perspectives and lived experiences of the whole population we serve. 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

The steps will be as follows:

- i) We will acknowledge receipt of your application form via **email**. If you do not receive an acknowledgement within **seven** days, please get in touch.

- ii) From 28 September, we will assess applications against the skills and experience required, outlined in the Role of the PPV Forum section below.
- iii) You may be invited to have an informal interview either via telephone or Microsoft Teams. This is expected to last a maximum of 30 minutes.
- iv) All applications will receive a successful or unsuccessful notification.
- v) Successful applicants will be required to undertake an induction.

If you wish to be informed about involvement opportunities with NHS England that are outside of the NHS Cancer Programme, please [sign up to NHS England's In Touch newsletter](#), which includes details of current opportunities.

Background, context and aims of the NHS Cancer Programme

The NHS Cancer Programme leads the delivery of the NHS Long Term Plan ambitions for cancer:

- By 2028, 55,000 more people each year will survive their cancer at least five years after diagnosis.
- By 2028, the proportion of patients diagnosed at stage one and two will rise from just over half to three quarters.

The NHS Cancer Programme also supports the running of cancer services, helping systems to rise to the challenge of record high levels of suspected cancer referrals by increasing capacity and optimising care pathways to diagnose more people faster.

Underpinning all our work is a focus on the quality of patient experience and tackling health inequalities.

The programme's work focuses on:

- Increasing early diagnosis rates for cancer
 - Campaigns and case-finding to encourage timely presentation of people when they experience symptoms that could be cancer
 - Targeted interventions to look for cancers in people at increased risk due to lifestyle (such as Targeted Lung Health Checks and a targeted Liver Surveillance programme) or genetics (eg testing for Lynch Syndrome or BRCA)
 - Giving primary care healthcare professionals more tools to help them diagnose and/or refer people quickly
 - Harnessing innovation, such as trialling multi-cancer-signal blood tests like GRAIL's Galleri® test
 - Creating new cancer diagnostic pathways and improving existing ones to make patient journeys more effective and efficient to diagnose cancers faster
- Providing leadership for the system to improve cancer waiting time performance
 - Providing scrutiny and support for trusts facing challenges in reducing their backlogs and diagnosing people quickly

- Targeted support for cancer pathways experiencing particularly high volumes of referrals like skin, lower GI and prostate
- Addressing regional variation in cancer treatment through
 - Commissioning of clinical audits
 - Undertaking detailed tumour type reviews
- Providing leadership for a new Cancer Vaccines Launch Pad to make it easier for clinical trials to recruit patients
- Providing leadership and a suite of resources for Cancer Alliances and Trusts to use to analyse and improve cancer patient experience, increase personalised care, and help make quality of life better for those living with and beyond cancer
 - Delivering annual Cancer Patient Experience Survey and Under 16s Cancer Patient Experience Survey
 - Delivering the Quality of Life Survey for patients of all cancer types 18 months after diagnosis
 - Providing leadership and guidance for Trusts' providing more personalised and individualised care for patients

We sit as part of NHS England and work with other programmes on areas that the Cancer Programme itself is not directly responsible for, such as:

- Agreeing deals for the use of new cancer drugs and therapies
- Commissioning radiotherapy, chemotherapy and other cancer treatment services
- Running screening programmes
- Building strong links with primary care professionals

Role of the Patient and Public Voice (PPV) Forum

The PPV Forum brings important views and perspectives into the NHS Cancer Programme. Forum members play an essential role supporting our national team to obtain service user, patient and/or carer/family perspectives, and shape our projects to help ensure they best meet these needs. The Forum meets twice a year for a full day meeting, either in person or over Microsoft Teams. During these meetings, PPV Partners receive updates from National Cancer Directors on the current position and future plans. They also join workshops as an opportunity to input into key pieces of project work. The meetings are an excellent opportunity to meet other PPV Partners and share experiences and views. In addition to this, Partners are regularly offered opportunities to be involved in project work and focus groups within the different workstreams in the NHS Cancer Programme.

The Forum is chaired by Ceinwen Giles, a PPV Partner and Vice Chair, Mike Thorpe. Outside of the PPV Forum, Ceinwen is the CEO of Shine Cancer Support. The Chair represents the Forum in internal and external meetings and acts as the main point of contact for our Programme leadership: the National Cancer Director and Cancer Programme Director.

What is the role of a PPV Partner?

Please read the full role profile before applying for this role. You can find this by clicking this icon:



PPV Role Profile

As a Patient and Public Voice (PPV) Partner to the national Cancer Programme, you will help to shape plans and projects by working with Cancer Programme teams and sharing your lived experience and perspective. You will help to ensure that what we do best meets the needs of people affected by cancer and their communities. The way you work with us as a PPV partner can be adjusted to you based on your experience and needs.

Role Description

Work on projects with Cancer Programme teams:

- Help to shape how projects are designed and run by sharing the perspectives of people and communities
- Become a member of project teams and be part of discussions
- Projects could be directly related to patient experience or other areas of work in cancer care
- Attend meetings (mostly via MS Teams, occasionally face to face)
- Help to produce and review documents, including for people with accessibility needs
- Help to guide how we evaluate projects
- Work with other areas of NHS England (NHSE) that are relevant to, or work with, the Cancer Programme

Share information between teams and communities:

- Become an active member of the PPV forum, which brings together all of the PPV Partners to the Cancer Programme to share and learn from one another
- Work with your Cancer Alliance Engagement Leads, who help the Alliance engage with local people and communities
- Become part of your Alliance People & Community Group, which brings together all of the Partners to the Alliance who represent people and communities Provide links to your own networks (such as charities, support groups, local and national cancer networks, local communities [beyond cancer] and language groups)
- Help strengthen or build links to people who are most affected by unfair and avoidable differences in health (health inequalities)
- Share information on projects, priorities and community needs between these different groups, helping national teams understand what is happening locally and vice versa

Build your knowledge and experience and help others to do the same:

- Learn about the NHS and Cancer Programme as you work with us, and complete the NHSE training
- Receive feedback from project leads on how your input has been used and its impact
- Help to produce and review descriptions of new roles for PPV Partners within project teams
- Help us to evaluate the Cancer Programme's engagement with people and communities

Guiding principles

- Champion the importance of people and communities perspectives in project design and delivery and bring your wider personal and professional experience
- Share solutions as well as challenges, acknowledging that not all things that relate to cancer are the responsibility of the cancer programme. Be mindful of assumptions, prejudices and biases
- Be mindful that colleagues in NHSE may have their own lived experience of cancer
- Respect the confidential nature of conversations and work when this is required
- Comply with the [Standards of Conduct](#), including by declaring conflicts of interest

Skills and experience required for this role

Our PPV partners want to do what they can to make a positive difference to people affected by cancer.

It doesn't matter what educational background or job you have; we want to work with people with different backgrounds and experiences. As a general guide, our partners:

- have been treated for cancer at an NHS hospital in England or have cared for someone who has been diagnosed with cancer, within the past ten years. If a carer, this must be in a personal and unpaid capacity
- can share different views and needs of local communities and people affected by cancer (and may have good links to these communities), even if they may not be the same as their own view or perspective
- are committed to equality and diversity
- can understand and evaluate a range of information and evidence
- may be asked to share their thoughts on topics beyond their lived experience (such as developments in care)

Unfortunately, you are not eligible if you are a current clinical NHS employee or contractor.

Time commitment

- The role of the PPV Partner is for two years initially, at which point membership will be reviewed by the Patient and Public Engagement Lead and other national team members of the NHS Cancer Programme and by mutual agreement may be extended to a maximum term of four years. **It is important to note that NHSE Policy dictates that tenure cannot be extended beyond four years.**
- You will have the opportunity to attend two PPV Forum meetings, held six monthly, either held face to face in a venue across the country or more recently via MS Teams and usually lasts for a day or half day respectively.
- You will need to be able to engage outside of the PPV Forum meetings. Project teams will notify you of opportunities to support their work through an Engagement Opportunities Bulletin. They will endeavour to give sufficient notice to allow you the opportunity to participate. They will also provide an overview of how much time you will need to commit. This will vary greatly, and it is important to ensure you are able to commit this time before agreeing to be involved.
- There may be an agenda and/or associated papers to read in advance of each meeting.
- Depending on how you choose to engage, we anticipate a total time commitment of between 8-36 hours a year.

Support for PPV Partners

The support from the NHS Cancer Programme will include:

- Induction meetings and webinars.
- Provision of agenda and relevant papers, usually electronically – in hard copy if required – in advance of meetings.
- Reimbursement of reasonable out-of-pocket expenses incurred in line with NHS England's [PPV Partners Expenses and Involvement Payments Policy](#). Expenses usually cover travel and any subsistence requirements that arise. PPV partners should highlight any barriers to participation, for example, the costs of a carer that may need to accompany a PPV partner. Please get in touch with your named contact to discuss any support requirements that you might have.
- Involvement payments of £150 per day (more than four hours) or £75 per half day (four hours or less) for any strategic and accountable leadership and decision-making, or activities to make recommendations to committees that have delegated authority to NHS England. Where an involvement payment is offered, this will be clearly outlined in any documentation that you receive from us.
- You will be paid through our payroll system, rather than submitting an invoice. Payments will be subject to statutory deductions including tax and national insurance (NI), although this will be dependent on your earnings and tax code. You will not be moving to a contract of employment and all other terms of your role will remain unchanged. The changes are to ensure that we pay you in a tax compliant way, in line with HMRC guidance.
- Meetings to be held in accessible venues or via MS Teams. Please let us know if you have any accessibility needs or IT support, and we will explore how best to make reasonable adjustments.

- Use of plain, jargon-free language in meetings and an explanation of all business-specific language.
- Access to information, including meeting papers, in good time to allow you to prepare and raise questions.
- Access to training and development opportunities provided by the Participation Team at NHS England.

If you are in receipt of state benefits, you should seek advice from the relevant agency, for example JobCentre Plus, ideally in advance of applying and certainly before accepting an offer of a role which attracts an involvement payment, even if you intend to decline the payment.

NHS England offers a confidential helpline with Bedford Citizen's Advice Bureau to discuss benefit queries. PPV Partners can access this service by contacting Bedford Citizens Advice Bureau at contractsadmin@bedfordcab.org.uk or by telephone 01234 330604.

For further information see the [PPV Partners Expenses and Involvement Payments Policy](#) or the [PPV Partners Policy](#).