North Central London
Health and Care
Integrated Care System

NHS
North Central London
Cancer Alliance

Patient and Carer Partner Role Description and application information

Alliance Board

November 2024

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About this pack

Thank you for your interest in joining the North Central London Cancer Alliance as a patient or carer partner.

This pack contains a detailed role description that explains the purpose of the group, outlines the role responsibilities, and describes the support that the NCLCA provides to patients and carers. The role description also includes eligibility requirements and lists the skills and experience we're looking for.

How to apply

To apply, please complete a short Expression of Interest form. You can download it from our website as a Word document to fill out and email back. Alternatively, you can print the form and return it by post. If you'd prefer a printed copy, just let Fiona know your address. Fiona can also help you fill out the form over the phone if that’s more convenient. Please return your Expression of Interest by **5th December.**

Once we receive your completed form, here’s what you can expect next:

- **Confirmation of Receipt**: We’ll email you to confirm we received your application.
- **Application Review**: We’ll review your application based on the skills and experience outlined in the role description.
- **Informal Interview**: If you’re shortlisted, you will be invited to an informal interview with the Chair of the Group, along with a member of our patient participation team. This will be conducted via phone or Microsoft Teams, will last no longer than 30 minutes.
- **Application Outcome**: We’ll notify all applicants whether their application was successful or not.
- **Induction**: Successful applicants will participate in an induction in early 2025.

We look forward to receiving your application buy the **5th December.** If you have any questions about the role or the application process, please contact Fiona Martin, fiona.martin30@nhs.net or call 07929069134

About the role

The NHS North Central London Cancer Alliance (NCLCA) works to innovate, coordinate and transform cancer services to support the prevention, diagnosis and treatment of cancer for our local population. We cover the London boroughs of Barnet, Camden, Enfield, Haringey and Islington.

To achieve our aims, we consistently involve people affected by cancer in our Groups and governance Boards. The role of patient/carer partners on the Alliance Board is to support us to deliver the outcomes we aspire to achieve in patient experience and in clinical care that matters most to patients and their families and carers. Our patient partners ensure we are embedding diverse and inclusive patient voice in our work plans and help us to ensure our plans are inclusive and engaging with communities.

Our NCLCA Alliance Board provides direction and strategy, sets priorities (through the Alliance work programme) and supports the Alliance team (and holds them to account) in delivery of these priorities. As a guardian of the Alliance's mission, strategic aims and objectives, it ensures that the Alliance acts in the best interests of the North Central London (NCL) system – and NCL population – at all times, and that it focusses on the most important cancer priorities across the system It also provides a key governance link to the NCL System Management Board and Integrated Care Board (ICB).

Overview of the role

Type of role

Patient/carer
partner,
Alliance Board

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Time commitment

1 x 90 min Teams
meeting quarterly plus
preparation time.

Expenses

Involvement payment will
be offered and expenses
will be paid in line
with NCLCA's Reward and
Recognition policy

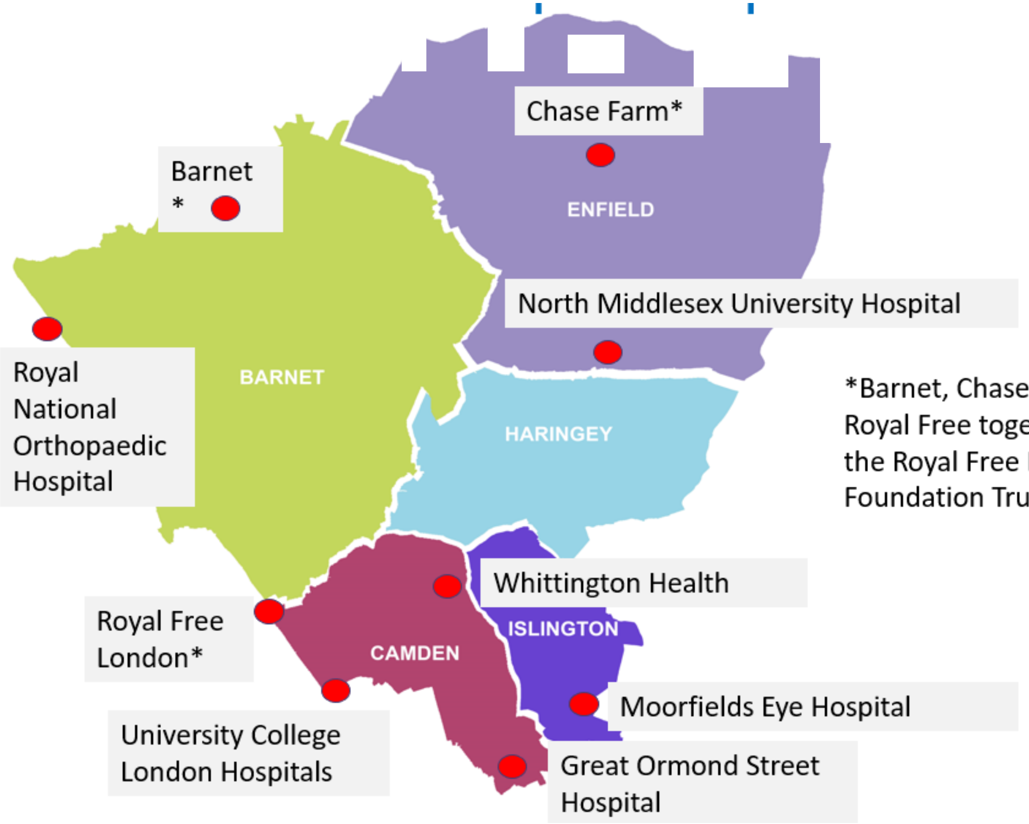
Duration of role

Maximum of 4 years

The role of the patien/carer t partner on the Alliance Board is to bring lived experience, advice and perspective into the group. Through this, patient/carer partner representatives will contribute to providing strategic direction for the Alliance programmes, to manage risks and issues, to make decisions supporting programme objectives and to ensure that stakeholders in NCL are engaged in the design of cancer services.

Eligibility for the role

- Individuals who have been diagnosed with cancer and/or received cancer treatment/support within north central London within the last 5 years.
- Individuals who have cared for someone, in a personal capacity, who has been diagnosed with cancer and/or received cancer treatment/support within north central London within the last 5 years.
- Experience as a member of an executive level Board preferred



*Barnet, Chase Farm and Royal Free together form the Royal Free London NHS Foundation Trust

Skills, experience and personal qualities

- Ability to bring personal experience, advice and perspective into the Alliance Board.
- Have experience of championing health improvements.
- Be connected to related patient and public voice networks within north central London.
- Understand and evaluate a range of information, data and evidence to support different approaches to service delivery.
- Offer respectful challenge as appropriate to other members of the group and wider stakeholders and Cancer Alliance team.
- Be passionate about supporting us through a positive dialogue and a collaborative approach.
- Consider issues beyond own experience of services and anecdotes.
- Provide objective input about the needs of people affected by cancer.
- Communicate ideas to a wide range of people, including senior healthcare professionals.
- Be confident about participating in group discussions and presenting views.
- Listen to, and respect, different perspectives. Display empathy and be open to other points of view.
- Have an awareness of, and commitment to, equality and diversity.
- Be reliable and able to meet the time commitments for the role, including preparing for meetings.

In this role, patient/carer partner representatives will need to:

- Attend every meeting and actively participate by reviewing any information provided beforehand.
- Engage in discussions, listening to others' perspectives, and bringing up important issues from the viewpoint of an expert by lived experience.
- Sign up and adhere to our Ways of Working, Conflict of Interest process and, where necessary a Confidentiality Agreement.
- Approach collaborations with a spirit of inclusivity and respect, while adhering to the guidelines outlined in our Ways of Working document.
- To work within our values of teamwork, safety, kindness and improving.
- Avoid behaviours or communication styles that could be interpreted as discriminatory, unfair, or unhelpful to fellow group members.
- Agree to maintain confidentiality regarding certain aspects of the meetings, as indicated by the Chair.
- Ask questions to understand how our plans and projects will affect the accessibility of healthcare for different patient groups.
- Take into account the diverse needs of various communities affected by cancer within north central London when contributing to the development of services.
- Offer insights on how proposed ideas might impact individuals affected by cancer and be willing to constructively challenge healthcare professionals' perspectives when necessary.
- Provide feedback on various documents, such as patient information leaflets or communication plans, via email between meetings as needed.
- Disclose any potential conflicts of interest as they arise and discuss any necessary adjustments to our arrangements with us.
- Let us know any relevant accessibility needs.

Patient/carer partners can expect us to provide:

- A letter of appointment along with a welcome pack and induction to prepare for the role.
- A briefing with the Patient Partnership Manager and the Chair prior to the first Alliance Board meeting.
- Induction and appropriate training to enable individuals to carry out their role confidently and effectively.
- Regular meetings with Cancer Alliance team and annual review meeting with Chair of the Alliance Board to discuss any learning needs/reflections.
- Support to answer any questions/address any concerns.
- Access to information, including meeting papers, in good time to allow for preparation and raising questions.
- Plain, jargon free language in meetings and an explanation of all acronyms.
- Transparency and honesty about what we can and cannot achieve.
- Signposting to additional sources of support if needed. We understand that talking about cancer can be difficult. Patient partner representatives can take a break at any point during a meeting, if required.
- Involvement payment will be offered and expenses will be paid in line with NCLCA's Reward and Recognition policy.
- Accessible venues if meetings need to be held face to face. We will work with our patient partners to explore how best to make reasonable adjustments as needed

Time commitment and duration

- Membership of the Alliance Board will be 12 months initially at which point membership will be reviewed and by mutual agreement may be extended to a maximum term of four years.
- The Alliance Board meets approximately 6x per year. It is expected that patient partners attend a minimum of 4x per year. We understand that there may be times when health or personal circumstances might make attending a meeting difficult; so we ask that patient partners let us know as far in advance as possible if not able to attend an upcoming meeting. This will enable us to inform the Chair and provide support to enable effective contribution to the agenda where possible.
- The meetings will be held online via Microsoft Teams and last 90 minutes.
- Patient partners representatives will need to prepare for meetings by reading documentation in advance. In addition, there may be virtual involvement via email in between meetings. Opportunities will be offered to meet with the Chair of the Alliance Board before and after the meetings to answer questions or to discuss any content of the meeting..

Confidentiality

- Some of the information shared in theAlliance Board meetings may be confidential. Where this is the case, patient partner representatives will be told in advance and asked to sign a confidentiality agreement and agree not share information with any individual or organisation.

Equal opportunities and diversity

- NCLCA is committed to embedding equality of opportunity in everything we do. We recognise that the experiences and needs of individuals are unique and strive to respect and value the diversity of our patients, carers, and staff, regardless of age, disability, gender identity, marital status, pregnancy or maternity status, race, religion, or belief (including non-belief) sex or sexual orientation. We actively encourage involvement from people of all backgrounds and cultures.

Appendix
Role detail

About the role

Q. What is the time commitment of this role?

A. Quarterly meetings and preparation time as specified in the main body of the role description. This role may also includes short term programmes that require intensive input e.g. being part of an intensive review team

Q. How long will I be a member of the group?

A. You will be a member of the group for 12 months at first. Then, we'll review together, with the option to extend up to a total of four years. Tenure should be no more than 4 consecutive years, and not more than 8 years in a 20 year period.

Q. What skills and experiences are needed for this role?

A. At commencement of role, resident in NCL and/or have been treated for cancer at an NCL hospital or have cared for someone who has received treatment for cancer in the last 5 years. If a carer, this must be in a personal capacity.
Experience of championing health improvements, able to be respectful and a critical friend.
Ability to understand and evaluate a range of information and evidence, connected to related PPV network within NCL.
Membership of the group/committee will be for 12 months initially, at which point membership will be reviewed by the PPI Lead.
Interacting with multiple stakeholders at senior management level.
Previous experience of representing patient and public voice in ICB, regional or national healthcare forums.
Experience of working in partnership with healthcare organisations or programmes.
Can display sound judgement and an ability to be objective.
Able to bring personal experience, advice and perspective into the Alliance Board.

Q. Do the “Standards of Business Conduct (SoBC)”apply?

A. Yes, the principles of the SoBC will apply in regard to declaring any conflict of interest relating to:

- ○ Gifts/hospitality received
- ○ Employment
- ○ Commercial sponsorship

About the role

Q. Are there any exclusions regarding who can apply for the role?

A. Yes, there are exclusions apply (to note, the exclusions are in line with other health and social care or regulatory organisations e.g. General Medical Council). These include:

- Anyone who has had an earlier term of appointment as the chair or member of a public body terminated in certain circumstances;
- Anyone who is suspended from, has been removed from or is subject to conditions on registration of any professional body;
- Anyone who has previously been removed from trusteeship of a charity by the court or the Charity Commissioners.
- Anyone who does not meet the eligibility criteria set out in the main body of the role description.

Q. Are travel expenses reimbursed in this role?

A. Yes, Reasonable travel expenses will be paid in line with our Reward and Recognition policy.

Q. Will I be reimbursed for my time?

A. Yes, an involvement payment will be offered in line with NCLCA's Reward and Recognition policy

Q. Will I be given any training?

A. When you start your role as a patient or carer representative, you'll be warmly invited to an induction meeting. We'll take the time to discuss and plan any specific training you might need, tailored just for you. You'll also receive a Welcome Pack with helpful information about the Cancer Alliance and the groups you'll be involved with. There will also be the need for mandatory training and might include one or more of the following:

- Information governance
- Equality and diversity

Q. Can I be involved with multiple groups?

A. Yes, you are welcome to be a member of multiple North Central London Cancer Alliance groups. but usually no more than 3 roles held simultaneously to encourage diversity of patient and carer voice and ensure the NCLCA is are not paying an individual for an extensive portfolio of roles.

The application process

Q. Is an application process needed?

A. Yes, there's an application process for this role. You'll just need to complete a short expression of interest form, followed by an informal interview with the Chair and a representative from the NCLCA

Q. Are references required?

A. No, references are not required for this role.

Q. Is a DBS required for the role?

A. No, a DBS is not required for this role.

Q. Is a declaration of interest form required?

A. Yes, a written declaration on an annual basis - the individual will be requested to update as required

Q. Is the declaration of interest form published?

A. Yes, in some circumstances. PPV partners will be advised of this at recruitment stage.

Q. Will my name be published in minutes/documents?

A. Yes, names of all group members are published in meeting minutes and related documents. If there is a concern regarding a patient or carer representative's name being published, this can be discussed on an individual basis.

Q. Will I need to sign a confidentiality agreement?

A. Yes, you will be asked to sign a confidentiality agreement.

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Working with the North Central London Cancer Alliance

Q. Do you have terms of reference and ways of working for the group?

A. Yes, each NCLCA group has its own terms of reference which will be shared with you. We also have a ways of working document to help all members of the group to understand what behaviours are encouraged and discouraged in our work together.

Q. Will I get regular support from the Cancer Alliance team

A. Yes, you will be offered regular one to one meetings with the patient and public involvement team at North Central London Cancer Alliance. The frequency will be agreed by the patient/carer partner and NCLCA.

Q. As a member of a group, will I have access to emotional support?

- As a member of the group, we want you to know that your well-being is important to us. While we don't provide ongoing emotional support directly, we encourage you to reach out if you need support in order to carry out your role. A tailored approach to addressing these needs will be undertaken as required. We're committed to working with you to find the right resources and support to meet your individual needs. Your comfort and ability to perform effectively are our priorities, and we're here to help however we can.

Q. Will my name be published in minutes/documents?

A. Yes, names of all group members are published in meeting minutes and related documents. If there is a concern regarding a patient or carer representative's name being published, this can be discussed on an individual basis.

Q. Will I need to sign a confidentiality agreement?

A. In some circumstances, you may be asked to sign a confidentiality agreement. In most cases, groups will be reviewing non-sensitive material, but in some cases the groups will be presented with restricted material e.g. draft documents. If this is a regular requirement for the group, then a confidentiality agreement will be required.

Q. How will you process and store my personal data?

A. The personal data you share with us during the application process will be stored on the North Central London Cancer Alliance Patient and Carer voice database which is managed in accordance with UCLH Information Governance Policy and Data protection law