**Appendix 1: Role Description Template**

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| **Opportunities for Patient and Public Partners – Role Description** | | |
| **Name of Board, Committee, Workstream or group** | |  |
| **How many opportunities are available?** | | *[Minimum of two is always advised, as it can help to make people feel less isolated and feel more able to contribute to the group]* |
| **Who can apply for this role?** | | Patient and Public Partners can be patients, service users, carers, or members of the public.  *[Please check that you are happy with this statement].*  *Consider who you want to involve. Is it:*   * *People recruited from and representing a group?* * *Individuals bringing their own experience and views?* * *Users of particular services?* * *Carers?* * *Members of the public?* * *Residents of particular areas or people who have particular characteristics (eg age, gender)?* |
| **Description of Board, Committee or Workstream** | | |
| *[Please describe the following and add anything else you feel would be useful for people to understand what will be discussed or influenced as a result of the work of the Board, Committee or Workstream so applicants can decide if the opportunity will suit them. Please provide as much detail as possible in a language that can be easily understood]:*   1. Remit/aims/objectives 2. Current membership 3. Priorities | | |
| **What will the role involve?** | | |
| *[Please provide an outline of what you envisage the PPP role to look like, what will the expectation be? What will they be involved in etc].* | | |
| **Key requirements of the role:** *[Please check that you are happy with the below which are standard statements we use for the Patient and Public Partner role].* | | |
| * You should have lived; related experience or knowledge of the issues being discussed around *[name]* care pathways * To be passionate about helping to develop and shape *[named services]* across DerbyandDerbyshire * To articulate patient and public views from a broad range of perspectives, sometimes beyond your personal experience * To be committed to addressing health inequalities * To have an understanding of, and commitment to maintaining and respecting confidentiality * To feel confident communicating effectively with a wide range of people, to voice opinions, and contribute to the debate * To be able to contribute constructively, including taking an active part in discussions and keeping comments within scope of the published agenda (so far as is reasonable) * To be open to, and respectful of other people’s points of view * To be willing to undertake personal development and training where appropriate to support understanding of the meeting content and your contribution to discussions. | | |
| **Time commitment** | | * *How many meetings will they be expected to attend?* * *How often are they?* * *What is the duration?* * *Will they have papers to read?* * *Will they be expected to contribute in any other way?* |
| **Where do meetings take place?** | | *[Are the meetings face to face, or over teams?]* |
| **Additional information:** *Add anything additional if needed* | | |
| * You will be reimbursed for out-of-pocket expenses * You will be provided with a lead contact to assist with any questions and provide support before, during, and after meetings *[Please ensure you can provide this support]* * You will receive an induction and support sessions will be available *[Please ensure you can offer this]* * You will be required to sign a confidentiality agreement due to the sensitive content of the meeting papers. *[Add this in if it applies to the business of your meeting].* | | |
| **How do I apply?** | | |
| *You can add or delete from this list of questions, to make them appropriate for your opportunity.*  If you are interested, please send in a brief expression of interest covering the following:   * Tell us a bit about yourself? * What interests you about this role? * What would you bring to the role? i.e., your experience, background, skills, and knowledge   Please send your expression of interest to *[name], [job role], [email address]* | | |
| **Equal opportunities** | | |
| We aim to offer equal opportunities and we are determined to ensure that no one receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. | | |
| **Closing date:** | *[date]* | |