

**Public / patient members of  
National Programme of Care  
Boards (NPoC)  
Specialised Commissioning  
Application Information Pack**



<b>Role</b>	Public/patient members of the national programme of care boards (2 per board)
<b>Duration</b>	1 year in the first instance, renewable to a maximum of 3 years
<b>Working relationships</b>	Members of National PoC board; staff from NHS England Specialised Commissioning Directorate, the Patient and Public Voice Assurance group
<b>Expenses</b>	Travel expenses and other appropriate out-of-pocket expenses are reimbursed. An honorarium of £75 per half day or £150 per full day will be paid (for those people not representing or supported by an organisation) for an estimated time commitment of 30 days per year. <a href="#">‘Covering out of pocket expenses for PPV Partners’ policy</a>

## Recruitment information

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

### How to apply

The **closing date** for applications is **Midday on 14<sup>th</sup> August 2016**

Applications are via an online application form if you are invited to interview a CV will be requested. All parts of the online application form can be viewed before submission. For further information or if you require a hard copy application please contact [england.voice-crg@nhs.net](mailto:england.voice-crg@nhs.net)

Please note that correspondence will be primarily via email, unless otherwise requested.

**Interview date – TBC**

### Application scoring process

Applications will be assessed by a panel of at least three reviewers and candidates will be shortlisted based on the application form scoring against the skills and experience outlined. It is crucial therefore that you provide as much evidence as possible that is relevant to each question.

Shortlisted candidates will be invited to an interview which will be held in London.

Please note that two references will be taken up for successful applicants before involvement can commence.

**For any further information about these roles please contact**  
[england.voice-crg@nhs.net](mailto:england.voice-crg@nhs.net)

## Role of the National Programme of Care Board (NPOC)

The National Programme of Care (PoC) Boards are six service-based programme boards (as outlined above) reporting into the Senior Management Team of NHS England's Specialised Commissioning Directorate. PoC Boards will typically forward recommendations to both the Clinical Priorities Advisory Group (CPAG) and Specialised Commissioning Oversight Group (SCOG), which in turn report into the Specialised Commissioning Committee (SCC), a Committee of NHS England's Board.

NHS England is looking to recruit Patient and Public members for 5 of the 6 boards, –

- [Internal Medicine](#) – digestion, renal, hepatobiliary and circulatory system
- [Cancer](#)
- [Mental Health](#)
- [Trauma](#) – traumatic injury, orthopedics, head and neck and rehabilitation
- [Women and Children](#) – women and children, congenital and inherited diseases

## Delegated responsibilities

Each PoC has a national Board (NPoC Board). The NPoC Boards meet monthly and their role is to provide strategic overview of the programmes and to prioritise and oversee delivery of the work programmes.

They cover prescribed (a nationally agreed range of) specialised services in their areas of work relating to both specialised and highly specialised services, and can include surgical, diagnostic and medical services.

The services in each PoC are clustered into Clinical Reference Groups (CRGs) to support the national work in these areas. The NPoC Board coordinates and prioritises the work across the constituent CRGs. These service-specific CRGs also work with other CRGs from within the same PoC and also with other PoCs. This is particularly the case where key service area interfaces and interdependencies between CRG areas are needed to determine the outcomes expected for specialised services.

Each of the CRGs has an appointed Chair. Each PoC has a national/regional director of commissioning chair and a clinical co-chair. The national senior PoC manager is a member as are the regional PoC managers and a commissioning manager from the highly specialised commissioning team.

## About the Role

### Role purpose

National POC boards (NPoC) will deliver its responsibilities by:

- Observing the highest standards of impartiality, integrity and objectivity in relation to the advice they provide.
- Abiding by the principle of collective responsibility, standing by the recommendations of the Group and not speak against them in public
- Being accountable for their activities and for the standard of advice they provide to NHS England
- To provide leadership and oversight of the development and delivery of a comprehensive and prioritised work programme for the Programme of Care that achieves demonstrable improvements in the quality, equity, value and outcomes of commissioned specialised services

### Role of patient and public members

Patient and public members use their skills and experience as patients, carers, members of the public or organisational representatives to:

- Assist the PoC Board in understanding the diverse perspectives of patients, carers and the public relevant to the work of the group and provide a consumer viewpoint in all group activities.
- Provide 'critical friend' challenge into the group rather than represent a particular condition or interest.
- Provide strategic assurance that the views of patients and the public have been sought and considered in the work of the PoC and its constituent CRGs.
- Champion and advocate for increasing patient and public awareness of the programme's outcomes and achievements.
- Liaise with PPV representatives in the Clinical Reference Groups (CRGs) covered by that Board; and to communicate the work of the PoC Board to and from these groups in consultation with the PoC leads.

## Key responsibilities

- To regularly participate in phone/internet conferences and face-to-face meetings of the Programme of Care Board and debate issues using email.
- To prepare for the meetings by reading and reviewing programme plans, papers, proposals and other associated documentation.
- To take part in workshops or events where participation is helpful for the work of the PoC as agreed e.g. wider network meetings
- Where appropriate, communicate with, and seek feedback from, wider patient networks on plans and proposals, drawing on the support of relevant patient groups via the CRGs. However, communicating with wider patient networks is not the sole responsibility of the post holder and they will be supported in this.
- To raise areas of unresolved concern with the Chair of the PoC and subsequently following the complaints process if concerns remain unresolved
- To identify their support, training and development requirements and seeking appropriate support from PoC members.
- Comply with the Standards of Conduct, respecting the confidential nature of discussions when it is made clear by the Chair that this is a requirement.

## Skills and experience required for this role

### Public Interest, accountability and knowledge

- Strong commitment to maintaining a patient focus in the commissioning of health services
- Understanding of the legal framework and relevant guidance relating to specialised health commissioning
- Good understanding of public service values and accountability
- Understanding and interest in specialised health services issues, NHS England and the wider environment in which it operates
- A commitment to the principles of public life

### Sound judgement, motivation and flexibility

- Able to absorb complex information and situations before reaching a recommendation
- Able to display sound judgement and objectivity and understand the need for confidentiality.
- Open minded and willing to modify thinking in view of new information/discussion
- Tests and probes constructively to achieve the best outcome for patients
- Sees the bigger picture and can think and act strategically
- Able to think clearly and objectively when dealing with emotive issues

### Effective communication

- Able to communicate and debate with others at all levels
- Ability to give and receive advice

- Good interpersonal skills and open to change

## Personal qualities

- High level of organisation, self-motivation and drive for performance
- Emotional intelligence and resilience
- Ability to challenge constructively
- Personal integrity and commitment to openness, inclusiveness and high standards
- Independence of mind
- Ability to work effectively, constructively with senior multi stakeholder colleagues
- Experience of working in a Committee setting, and prepared to contribute actively to the discussions and work of NPOC board
- Able to maintain confidentiality at all times

## Details of the role

### Time commitment

- Initially there will be trial period of three months
- Membership of the group/committee is for 12 months initially, at which point membership will be reviewed for a maximum of three years
- You will be required to attend at least one meeting a month and will require one day prior to each meeting to prepare and review papers.
- Meetings will normally last for a whole working day
- Meetings will generally be during working hours. All meetings are face-to-face and held in central London

### Support for Patient and public members

- An induction session will take place, at which point a named link will be provided to support PPV partners with information they may require.
- Meeting documents, and if necessary, pre-meeting briefings will be provided.
- Reimbursement of out of pocket expenses incurred in line with NHS England's PPV Expenses Policy. Expenses usually cover travel, accommodation and/or 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 representative. Please email [england.SCtravelexpenses@nhs.net](mailto:england.SCtravelexpenses@nhs.net) to discuss any support requirements that you might have.
- There will be an honorarium of £75 per half day or £150 per day (for those people not representing or supported by an organisation) for an estimated time commitment of up to 30 days per year. This is in line with the NHS England policy.
- If you've any queries or concerns about whether reimbursement of expenses and involvement payments for public involvement might affect any state benefits you are receiving, please contact the free and confidential service provided through Bedford Citizens Advice Bureau.
- Specially trained staff, with knowledge of how payment for involvement/expenses might affect state benefits will be able to give you personal advice eg supporting you should you need to make contact with the Department for Work and Pensions, or other benefits agencies about your involvement. You can contact the Benefits Advice Service by emailing [involve@bedfordcab.org.uk](mailto:involve@bedfordcab.org.uk) with a brief summary of your query in the first instance, or, if you prefer, you can call 01234 330604.

## **Diversity and equality of opportunity**

NHS England 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 Equal Opportunity Monitoring information as part of the application process.

We also ask you to let us know if you have special needs that we need to support to enable you to participate fully. Please email [england.voice-crg@nhs.net](mailto:england.voice-crg@nhs.net)

## **Conflict of Interests**

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a member of the National Programme of Care Board, including any business interests and positions of authority outside of the role of the panel.

If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.