

NHS England (London) Patient/Public/Lay Members on the London Antenatal and Newborn Screening Commissioning Board

Role Description and Person Specification

NHS England (London) is seeking to recruit a group of people, acting in a voluntary capacity, to help improve London Antenatal and Newborn Screening Services.

The NHS Antenatal and Newborn Screening Programmes aim to identify pregnancies and babies at increased risk of developing life threatening, life limiting or other serious conditions. Parents of these babies can then be offered information, further tests and appropriate treatment to reduce their risk and/or any complications arising from the disease or condition.

The London Antenatal and Newborn Screening Commissioning Board exists to steer and oversee the NHS Screening Programmes in London. The Board is tasked with ensuring that high quality, accessible and equitable NHS Antenatal and Newborn Screening Programmes are delivered in London. This is achieved by agreeing and monitoring robust delivery plans to meet service standards and key performance indicators.

Role outline:

The main purpose of the role is to bring the voice of the service user/public to board discussions. The members will play an active and equal role in NHS England (London) workshops and meetings, sharing the decision making in the context of a complex landscape and organisation, balancing a range of competing priorities and pressures.

In general, representatives contributing to service improvement will be asked:

- To provide a patient-focused and/or carer/family perspective
- To prepare for meetings and other events in order to be able to provide informed input
- To provide constructive contributions by representing the voice of the child/family in discussions
- To contribute to the quality improvement process at NHS England (London)
- To contribute any specific subject experience and/or expertise to programme goals
- To help NHS England (London) to develop the role of patient/public/lay membership appropriately for future programmes and workgroups
- To ensure robust governance systems for Antenatal and Newborn Screening within NHS England (London)

Person specification

The personal qualities of a patient/public/lay member are vital in ensuring both the individual and the organisation can benefit from the experience and/or expertise they bring. Ideally, the member should have experience, knowledge of **OR** interest in antenatal and newborn screening programmes either within the NHS or in other parts of the public sector **OR** have knowledge of governance and assurance systems with in the public sector. We are particularly interested in

recruiting parents with experience of the NHS Antenatal and Newborn Screening Programmes. The value of the member will also lie in being able to go beyond their own experience to be able to speak about the needs of the patients/target population in general.

In general, representatives must:

- Be confident in making the voice of the public heard
- Be confident in challenging and holding NHSE(L) to account
- Recognise the need for pragmatic decisions on occasion
- Be able to work as part of a team
- Have the willingness, interest and ability to learn about particular programmes
- Be able to deal with complex issues
- Maintain confidentiality at all times

Time commitment required:

- Attendance at meetings – currently three per year, each lasting up to three hours
- Pre-meeting preparation – reading of meeting papers and preparing comments

Frequency of meetings:

London Antenatal and Newborn Screening Commissioning Board meetings are held three times a year

Length of term:

Initially, all representatives will be expected to commit to attending the London Antenatal and Newborn Commissioning Screening Board meetings for 12 months. Thereafter, terms of reference for the London Antenatal and Newborn Screening Commissioning Board will be reviewed and updates, and a review of membership will be carried out with the view to extending this role.

Remuneration:

This role does not constitute employment and does not attract remuneration. NHSE will, however, pay reasonable out of pocket expenses associated with conducting the required duties of the role. In order to comply with audit requirements, receipts will need to be supplied for these expenses and approved before remuneration can take place in line with the NHS England Expenses Policy.

Document control:

Date written: 18 May 2015

Date approved by London Screening Board: 02 June 2015

Date advertised: [date]

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Advertisement

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The London Antenatal and Newborn Screening Commissioning Board exists to steer and oversee the NHS Screening Programmes in London. The Board is tasked with ensuring that high quality, accessible and equitable NHS Antenatal and Newborn Screening Programmes are delivered in London. This is achieved by agreeing and monitoring robust delivery plans to meet service standards and key performance indicators. The Board does not directly influence the national programme standards.

The main purpose of the role is to bring the voice of the service user/ public to board discussions. In general, representatives will be asked:

- To provide a patient-focused and/or carer/family perspective
- To prepare for meetings and other events in order to be able to provide informed input
- To provide constructive contributions by representing the voice of the child/family in discussions
- To contribute to the quality improvement process at NHS England (London)
- To contribute any specific subject experience and/or expertise to programme goals
- To help NHS England (London) to develop the role of patient/public/lay membership appropriately for the future
- To ensure robust governance systems for Antenatal and Newborn Screening within NHS England (London)

For more information, please contact:

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Consultant in Public Health

Antenatal and Newborn Screening

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If you would like to volunteer for this, please send an expression of interest by Wednesday 8th July, to Dr Scarlett at the above email address, stating briefly why you are interested and what relevant knowledge and experience you have.