NHS Innovation Accelerator Operational Group
Patient and Public Voice (PPV) Lay member Role Description

The award-winning NHS Innovation Accelerator (NIA) supports faster take-up of high impact, evidence-based innovations for patient and NHS benefit. It is an NHS England initiative delivered in partnership with England's 15 Academic Health Science Networks (AHSNs), and hosted at UCLPartners.

Launched in July 2015, the NIA has supported 71 Fellows representing 73 innovations to date. 2,718 additional NHS sites are now using NIA innovations, £188m external funding has been raised and 165 awards won. You can view more details about the NIA by visiting www.nhsaccelerator.com.

We are looking for a patient and/ or carer representative to join the NIA Operational Group. The PPV lay member will contribute to the operational delivery of the NIA programme and help ensure that the voices and perspectives of patients and carers remain central to that task; Terms of Reference are provided in Appendix 1. The Operational Group reports into the NIA Programme Board, chaired by Professor Stephen Powis, which oversees the strategic delivery of the programme. There are two PPV lay members on the Group. We welcome applications from representatives from Black, Asian and minority ethnic backgrounds and underrepresented groups.

Title: **NHS Innovation Accelerator Operational Group PPV Lay Member**

Time commitment: Meetings are held every three months. At time of advert, dates for 2022 are in the process of being confirmed.

You will be required to read some papers in advance of meetings.

Venue: Pre-COVID, these meetings were held at UCLPartners, 170 Tottenham Court Road, London, W1T 7HA. Since the pandemic, all meetings have been undertaken virtually using Zoom and we expect that there will be an opportunity to attend virtually for the foreseeable future.

Reimbursement: We do not expect there will be travel expenses associated with this role, as you will likely be working from home. However, given the uncertainty of working arrangements for the remainder of the year, if travel becomes an option, it will be reimbursed.

The NIA policy for reimbursement of PPI time is currently under review and will be confirmed at the end January 2022. We expect that it will be in line with other national bodies, such as NHS England and NHS Improvement.

Accountable to: NHS Innovation Accelerator Interim Deputy Director (Maria Kyriacou)

Supported by: NHS Innovation Accelerator Programme Manager (Mindy Simon)

Length of commitment: Until March 2023, when the current funding commitment ends.

Application details: To apply, please read the following information and then email the following details to NIA@uclpartners.com by close of play 31 January 2022. Please tell us a bit about yourself, your experience - both as a patient/ carer representative as relevant – and why you are interested in joining the NIA Operational Group (max 300 words).

Key dates:

- Application deadline – 31 January 2022
- Invitation to interview – 7 February 2022
- Interview date – 28 February 2022

Contact: For more information, please contact NIA@uclpartners.com.

About the NHS Innovation Accelerator

The NIA aims to deliver on the commitment detailed within the *Five Year Forward View* - creating the **conditions and cultural change necessary for proven innovations to be adopted** faster and more systematically through the NHS, and to **deliver examples into practice for demonstrable patient and population benefit.** More recently the NIA was highlighted in the NHS Long Term Plan.

The NIA involves an annual, national competition in which individuals from a range of different backgrounds apply for funding to help advance an innovation they have developed. Successful applicants are termed NIA Fellows. The focus of the competition changes each year, in response to relevant innovation needs in the NHS. For example, this year the Call has asked for applications relating to equity of access, early detection and proactive care.

The NIA Fellows are supported for up to three years through a bespoke learning programme including quarterly learning events tailored to the Fellow's needs, mentoring from seasoned healthcare innovators and industry leaders, peer-to-peer support from other NIA Fellows, as well as access to a bursary.

For more information about the programme and about current Fellows, please visit:
www.nhsaccelerator.com/fellows-and-innovations

About the NIA Operational Group

The NIA Operational Group supports the Programme Board, who provides direction, oversight and support to enable successful delivery of the NIA.

Meeting quarterly, the main purposes of the Operational Group is to support the strategic direction of the programme by identifying the best ways to implement policies, identifying important topics to bring to the Board and making decisions on operational issues affecting the running of the programme.

The PPV lay member will work with the other members of the Group, including another patient representatives to ensure the public and patient voice is heard in all aspects of the programme's business and will help to shape and deliver the way that the NIA meets its patient and public engagement duties, using expertise to support a particular focus on reducing identified health inequalities.

Full Terms of Reference for the Operational Group can be viewed below.

Role of the PPV Lay member

As one of two PPV Lay members on the NIA Operational Group, you will be joining an existing representative. The role is to ensure that the views of patients, carers and families are at the heart of the NIA and that they are considered during relevant discussions and inform any decisions taken. You will bring specific expertise and experience as well as your knowledge as a member of the local community, to the work of the Operational Group. Your focus will be strategic and impartial providing a partially independent view of the work of the NIA and assisting in the continual improvement of the NIA processes to actively engage with public, residents and partners.

In particular this role will help to ensure that:

- Public and patients' views are heard and their expectations understood, managed and met where possible.
- The NIA builds and maintains effective relationships with patients and the public on an individual level and through the bodies representing their views.
- The NIA draws on existing patient and public engagement and involvement expertise when considering the operational aspects of the programme.
- The NIA has appropriate arrangements in place to secure public and patient engagement.
- The NIA takes appropriate steps to reduce inequalities though the recruitment of innovations and Fellows that are responsive to the views of patients and users of their innovation.
- Decisions are taken with regard to securing the best use of public money.
- The NIA demonstrates compliance with duties outlined in the Equality Act (2010).

The Lay Member for Patient and Public Engagement will preferably:
- Be active within their local community or on a national level or demonstrate a willingness to do this.
- Be able to demonstrate how they are able to bring a wider patient perspective to the Operational Group.
- Be able to give an independent view on possible conflicts of interest with national policy and patients' best interest.
- Demonstrate understanding of arrangements for listening and responding to the voices of patients, carers and patient organisations both on a local and national level.
- Have a track record of successfully engaging with local and national patient representatives, national bodies and private/ public organisations or demonstrate a willingness to do this.
- Have an understanding of effective involvement and engagement techniques and their application in practice.

We are looking to recruit a patient/ carer representative who is either a current patient and/ or carer or who has been a patient and or carer and has engaged on the level detailed above within the last two years. They must have a passion for improvements in the NHS through innovation.

The NIA Programme Operational Group PPV Lay Member will be a valued member of the Group and has the full support of the Operational Group, the Programme Board and the wider NIA Core Team. We will be happy to meet with any patient or carer interested in this role to provide further details and information about the programme.

If you would like to discuss the role, please contact Mindy Simon at NIA@uclpartners.com.

NIA Operational Group
The NIA Operational Group is chaired by the Deputy Director of the NIA. The other members include representatives from the Commercial Directors and Transformation/ Improvement Directors of the Academic Health Science Networks (AHSNs) who fund the programme, two NIA Fellows who represent the Fellows on the Group, NHSE England representatives, two PPV Lay Members and members of the NIA team.

Interested in applying?
Please tell us a bit about yourself, your experience - both as a patient/ carer and why you are interested in joining the NIA Operational Group. Please email this to NIA@uclpartners.com by close of play 31 January 2022 (no more than 300 words). You can either include this information in an email, or as a Microsoft Word attachment.

Process for selection

Applications will be reviewed by the NIA team and NIA Operational Group and suitable applicants will be invited to join a virtual informal interview with members of the NIA team, a PPV Lay member of the Programme Board and a member of the Operational Group.

Patient/ Carer Partner Person Specification

Experience	- Be either: - a current or previous user of NHS services (within the last 2 years) OR - a carer for patients who have accessed NHS services (within the last 2 years) - Experience of representing the patient and public voice either on a local or national level **OR** demonstrate a willingness to do this going forward
Skills and aptitude	- Good communication and influencing skills - Ability to present reports verbally and in writing - Ability to form and maintain working relationships in challenging circumstances - Ability to distinguish between personal and patient views - Good time management skills
Personal qualities	- Assertiveness and confidence to raise issues in meetings - Sensitivity - Reliability - Flexibility - Resilience and tenacity - Openness and transparency - Takes initiative - Ability to consider the majority view - A commitment to the Nolan Principles of Public Life - Ability to be objective about one's own patient or carer experience(s) and use this experience where relevant in order to positively contribute to the NIA Board - Ability to separate one's own patient or carer experience(s) from the health topic or condition NIA innovations aim to improve
Knowledge	- Awareness of national health and social care issues - Awareness of wider issues affecting equity of access for patients and public - Appreciation of the complexity of working across organisational boundaries and joint working

APPENDIX 1

NHS Innovation Accelerator Operational Group Terms of Reference

Overall aims	Successful delivery of the aims and objectives of the NIA Progammme
Key Responsibilities	▪ Oversee operational delivery of the NIA including budget management according to the aims and objectives of the programme. ▪ Manage risks and issues at programme level and escalate major risks to the NIA Programme Board as required. ▪ Ensure adherence to the governance principles and structures. ▪ Ensure appropriate and effective engagement both nationally and internationally with the aim of drawing of a breadth of expertise. ▪ Provide reports to the NIA Programme Board and Expert Groups to enable effective execution of their responsibilities. ▪ Make recommendations to the NIA Programme Board with regards to the strategic direction and sustainability of the NIA. ▪ Ensure learning is extracted and acted upon to continually improve the programme and to support delivery of the aims.
Membership	Membership will be programme hosts and NHS England ▪ Patient/ carer representative ▪ Senior representative from NHS England ▪ Senior representative from Innovation Directorate, NHS England ▪ Director of Innovation and Implementation, UCLPartners (Co-Host and funder) ▪ AHSN Commercial Director ▪ AHSN Improvement Director ▪ NIA Programme Manager, hosted by UCLPartners ▪ NIA Communications and Engagement Manager, hosted by UCLPartners Each member will commit to attendance, with deputies attending only by exception.
Reporting to	The Operational Group will report on a quarterly basis to the NIA Programme Board.
Frequency of meetings	Once a quarter (4 meetings per year).
Quorum	The Operational Group will operate on the mode of reaching consensus, with voting being used only in exceptional circumstances. The Operational Group will be deemed to be quorate if more than two thirds of members are present.
Agenda, papers and minutes	Agendas, minutes and all papers will, wherever possible, be circulated five working days before each meeting. All members will be able to table suggested agenda items for discussion. All minutes and agreed actions will be circulated in a timely fashion to enable follow up actions to be clearly communicated to all interested stakeholders.

	In the event that information of a confidential or politically sensitive nature is shared, all members must recognise their responsibility with regard to confidentiality which, when required, must be maintained at all times.

Process for declaring and managing conflicts of interest	Interest is declared and scrutinised:
	 ▪ At point of member appointment
	 ▪ At each Operational Group meeting
	 ▪ As changes are declared
	
	 ▪ Before any discussions where the Group is required to take a decision It is the responsibility of the Chair to scrutinise the conflicts as they are declared and the Chair will decide between the following actions to manage the conflict:
	     ○ Declare the conflict but continue to participate in the discussion but abstain from deciding a particular issue
	     ○ Declare the conflict and abstain from discussion and deciding a particular issue