

**Validating Panel – People’s Champions**

**Applicant information pack**

**NHS Leadership Academy Nye Bevan Validating Board**

The NHS Leadership Academy is looking for two people champions to support its validating panel for the Nye Bevan programme. The champions will join the panel to ensure service users are equal partners in the key decision making process about the success of the programme’s participants.

The closing date for all applications is Sunday 11 January. All applications will be considered by 5pm Monday 12 January.

NHS Leadership Academy will reimburse out of pocket expenses in connection with this work.

**Part one: How to apply**

1. Please read the applicant information details below and complete the short application form attached, making sure to demonstrate how you meet the skills and experience required for this opportunity.
2. The deadline for applications is Sunday 12 January 2015 It should be returned to Alice.Kostrzewa@leadershipacademy.nhs.uk
3. To receive other formats of this applicant information pack and the application form please email Alice.Kostrzewa@leadershipacademy.nhs.uk
4. We will rely on the information you provide in the application form to assess whether you have the skills and experience required, so please ensure you tell us how you meet the skills and experience listed in the information given in part two

**Once we receive your application**

1. We will acknowledge receipt of your application form. If you do not receive an acknowledgement, please contact us.
2. Applications will be assessed against the skills and experience listed in the information given in part two
3. Selection for interview will be made on the basis of the content of the application form.
4. Shorlisted uccessful applicants will receive an email from NHS Leadership Academy notifying them of this and informing them of next steps
5. Unsuccessful applicants will also be notified via email.

**Part two: Information for applicants**

**Background, context and aims of the programme**

The NHS Leadership Academy’s Nye Bevan programme develops senior leaders within healthcare, preparing them to take up positions as executives on boards or in key national roles.

**ABOUT THE ROLE OF SERVICE USERS ON THE VALIDATING BOARD**

The NHS Leadership Academy is committed to ensuring that patient, service user and carer experience is at the centre of our work.

Our leaders can’t do their jobs without being close to those for whom they work, and the same is true of the Academy. It is important that we understand and work in partnership with service users and carers so that the work we do for NHS leaders is based on the experience of those who use our services and their carers.

While we do not provide direct services to service users and carers, we do work directly with thousands of staff who do; our work supports and enables them to lead with compassion and skill. We are working hard to make sure we model really good practice in this area, and like many others in the NHS are learning how we do that well and how we become even better.

**By having people who use health and care services and/or carers on our validating board, we can work to ensure service users are equal partners in the key decision making process about the success of participants**

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| **What is the role of service users on the Validating Board?**  The patient, service user and carer champions will:   1. Be able to draw upon your own personal in-depth experience of using health care services, and that of your network of contacts, in order to advise, question, challenge and keep focus on what matters to patients, service users and carers. 2. Support the rest of the board in understanding of what person centred looks like. |
| **What awareness and experience are required for this role? (please address these in your application form)**   1. Use their own in-depth experience as someone who uses health (and care?) to reflect and challenge decisions and how they can impact on care 2. Have a broad understanding of what matters to patients, carers and service users 3. Have an interest in leadership (desirable but not essential) 4. Have the capacity to allocate sufficient time to make an effective contribution 5. Have a passion for improving care 6. Have empathy for others 7. Experience of / ability to Interact with multiple stakeholders at senior management level 8. Can display sound judgement and an ability to be objective 9. Have an awareness of, and commitment to, equality and diversity 10. Understand the need for confidentiality |
| **Is any content of the meeting confidential?**  Yes |
| **What is the time commitment for this role?**  Normally the Board will sit annually, although this year (its first year) it’s twice due to phasing of cohorts. The Board meetings this year will be at the Academy in Leeds for half day sessions, they are scheduled as follows;  ·         Cohorts 1-5 - Monday 19th January at 10-1pm  ·         Cohort 6 - Wednesday 25th March 2015 at 10-1pm |
| **Standards of conduct and conflict of interest**  All group members will be asked to subscribe to an agreed code of conduct and confidentiality agreement, and to declare any potential conflicts of interest. |

**Support for the Champions**

* An introductory session will be provided.
* A named link from the Academy will be provided. This person will be able to provide support with background or context material that they may require.
* If necessary pre-meeting briefings will be provided either by email, post or telephone call.
* Meeting documents will be emailed and/or provided in an accessible form. Including printed versions and (if requested) A4 paper, postage stamps and envelopes for submitting written responses will be provided.
* We recognise that the time given by patients, service users and carers is equal to that of professionals and should be paid and an allowance of £150 per day will be given. The time paid for will include time taken to travel to and from the venue required. If you are in receipt of benefits, please seek advice from your local Citizens Advice Bureau or JobCentrePlus in order that you make the best decision for your situation.
* We will also reimburse out of pocket expenses. Your named contact will manage your claims and any queries that arise. Expenses usually cover travel and any accommodation or subsistence requirements that arise, but would also seek to address any barriers to participation, for example covering the costs of a carer that may need to accompany champions. Please get in touch with your named contact to discuss any support requirements that you might have.
* Please see the attached NHS Leadership Academy policy for patient involvement.