

Patient and carer members for NHS Insights Prioritisation Programme (NIPP) Transient Ischaemic Attack (TIA) project: supporting information

Thank you for your interest in becoming a patient or carer member on the [Oxford Academic Health Science Network](#) (AHSN) and the [Applied Research Collaboration Oxford and Thames Valley](#) (ARC OxTV) [NHS Insights Prioritisation Programme](#) (NIPP) project. We are committed to ensuring that patients and the public are fully involved in shaping local health and care services and research.

Please read this information pack before completing the application form for the role, to make sure that you fully understand the application process, and whether you have the time and skills needed.

The closing date for applications is **17.00 on Friday 22nd April 2022**.

The NHS Insights Prioritisations (NIPP) Programme

The NHS Insights Prioritisations Programme aims to accelerate the evaluation and implementation of innovation that supports post-pandemic ways of working, builds service resilience and delivers benefits to patients.

The programme facilitates collaboration between, and competitive funding for, the Applied Research Collaborations (ARCs) and Academic Health Science Networks (AHSNs) to test promising innovations within their local area and provide support to local decision makers about implementation.

The Oxford AHSN and ARC OxTV are focussing on the evaluation of in-person and virtual clinics for transient ischaemic attack (TIA).

Oxford Academic Health Science Network (AHSN)

The Oxford Academic Health Science Network (Oxford AHSN) gets innovation into clinical practice to improve patient safety, outcomes and experience, and generate economic growth through collaboration between the NHS, industry and universities. We cover a region of three million people living in Berkshire, Buckinghamshire, Milton Keynes and Oxfordshire.

Applied Research Collaboration Oxford and Thames Valley (ARC OxTV)

The NIHR funded ARC OxTV is a collaboration of health and social care focused organisations (including local universities, local NHS trusts, councils and charities) working together in the Oxford and Thames Valley region. We carry out “applied” health and social care research – research intended to solve practical problems – as opposed to more curiosity driven “basic research”.

Patient and carer member: role description

What are we looking for?

We are looking for two new members:

- A patient member with lived experience of TIA and
- A carer, or family member, of someone who has had a TIA(s)

The role of the patient and carer member

The patient and carer members will sit on the two groups which oversee the delivery of the project:

- Oxford AHSN and ARC OxTV NIPP TIA **Steering Group** (see Appendix 1 for Terms of Reference)
- Oxford AHSN and ARC OxTV NIPP TIA **Project Group** (see Appendix 2 for Terms of Reference)

We will require one member to sit on **both** the Steering Group and the Project Group. We will require one member to sit on the Project Group **only**.

The patient and carer members' role in the Groups is to:

- Help make sure that service user, patient, carer and family perspectives are included
- Provide 'critical friend' challenge
- Champion the diversity of patient and public views, and not just to represent their own experience
- Champion and advocate for increasing patient and public awareness of the programme's outcomes and achievements
- Review and comment on documentation
- Comply with the Standards of Conduct, respecting the confidential nature of discussions when it is made clear by the Chair of the Group that this is a requirement

Skills and experience required

- Comfortable with speaking in large groups, in person and online
- Previous experience of committee work
- Experience of interacting with a wide variety of people from differing professional backgrounds, including those in senior positions
- Experience of working collaboratively with the health and care system and with patients and the public
- Experience of representing the views of others

- Ability to understand and evaluate a range of information
- Ability to display sound judgement and objectivity
- Awareness of, and commitment to, equality, diversity and inclusion
- An understanding of the need for confidentiality
- Commitment to the seven principles of public life - sometimes known as the Nolan Principles: selflessness, integrity, objectivity, accountability, openness, honesty, leadership
- Note: Applicants currently employed in NHS, including non-executive board roles will not be considered for appointment

Time commitment

- Membership of the Group is for six months in the first instance, at which point membership will be reviewed
- Initially the time commitment averages at one day a month
- Steering Group meetings will be monthly initially, but the frequency of meetings will be reviewed. Meetings will usually take place online and normally last for one hour.
- Project Group meetings are fortnightly and will usually take place online and normally last for one hour.
- There will be papers to read for these meetings, and additional time for preparation is included in the role

Support & remuneration

- There will be an induction process for the patient and carer members. This will mainly be online and will provide background information about the project.
- Pre-meeting briefings documents will be provided where required
- You'll get access to NHS England's [learning and development opportunities](#) for PPV Partners
- Patient and carer members will be paid for time spent in meetings, and preparing for them, on a pro-rata rate of £150 per day i.e. £18.75 per hour.
- Reasonable out of pocket expenses will be paid

How to apply

All applicants must complete the separate Application Form and return it to Lisa-Anne Dallas lisa-anne.dallas@oxfordahsn.org by **17.00 Friday 22nd April 2022**. Please also complete and return a Diversity Monitoring Form.

Interview date: Thursday 28th April – online by Zoom.

Should you have any questions regarding the role, please contact Lisa-Anne on lisa-anne.dallas@oxfordahsn.org.

Oxford AHSN and ARC OxTV NIPP Steering Group

Terms of Reference

Membership	<ul style="list-style-type: none"> • Chief Executive Officer, Oxford Academic Health Science Network (AHSN) (Chair) • Director of Applied Research Collaboration (ARC) Oxford and Thames Valley (Deputy Chair) • Director of Clinical Innovation Adoption, Oxford AHSN (& NIPP Project Lead) • GIRFT Stroke Clinical Lead/ South East Stroke Network Lead • PPI representative • Senior Manager, ARC OxTV • Theme Lead, Novel Methods to Aid and Evaluate Implementation, ARC OxTV • Deputy Theme Lead, Novel Methods to Aid and Evaluate Implementation, ARC OxTV • NIPP Project Manager
Quorum	<ul style="list-style-type: none"> • Five members (to include the Chair or deputy)
In Attendance	<ul style="list-style-type: none"> • Members of the wider NIPP project team at request of NIPP Steering Group • Administrative support, NIPP Project Coordinator
Frequency of Meetings	<ul style="list-style-type: none"> • Quarterly (monthly for first 6 months)
Accountability and Reporting	<ul style="list-style-type: none"> • Accountable to NHSEI, Oxford AHSN Board, ARC OxTV Strategy Board • Reporting to NHSEI • Minutes available to all on request
Funding	<ul style="list-style-type: none"> • NHSE Innovation Research Life Sciences Team
Date of Approval:	<ul style="list-style-type: none"> • 03/12/2021
Review Date	<ul style="list-style-type: none"> • 6 months review (June 2022)

Oxford AHSN and ARC OxTV NIPP Steering Group

Terms of Reference

1. Purpose

The Oxford AHSN and ARC Oxford and Thames Valley NIPP Steering Group (hereafter the Steering Group) will provide oversight of the local NHS Insights Prioritisation Programme (NIPP) project, ensuring the project delivers on the overall strategic aims of the NIPP. These are supporting NHS Reset and Recovery, developing a rapid insights guide and encouraging greater collaboration between AHSNs and ARCs.

2. Membership and voting

The membership of the Steering Group is provided at the front of this document. Voting will be conducted with one vote per member and decisions will be carried with a majority vote of members present, providing the vote is conducted when the meeting is quorate. All members of the Steering Group having voting rights.

3. Quorum and Frequency of meetings

No business shall be transacted unless five members of the Steering Group are present. This must include the Chair or Deputy Chair

The Steering Group will meet monthly initially (for first six months) and then meetings will be aligned with the reporting requirements to NIPP Programme Team (NHSEI). If a member is unable to attend a nominated deputy should attend, to ensure effective decision making can continue.

4. In attendance

The Steering Group may request the attendance of members from the different project workstream to provide updates to the Steering Group. The Steering Group meetings will be administered and attended by the NIPP Project Coordinator.

5. Responsibilities

- To oversee and drive the project
- To agree the methodology, timeline for the evaluation and ensure the project timeline is adhered to
- To monitor and oversee risks identified by the project team such as finance, resource, access to data, change of scope, delivery to agreed timelines
- To ensure partners are appropriately engaged and kept updated on project progress
- To communicate issues, outcomes and risks to partners, the project team and other organisations as required (Including NIPP Programme Team)

6. Accountability and Reporting arrangements

The Steering Group will be accountable to NHSEI (via NIPP Programmes Team), Oxford AHSN Board and ARC OxTV Strategy Board.

The contract with NHSEI requires quarterly progress reporting using a set template, which includes overview of finances and reasons for variance from original costings. Locally, reporting on progress with the NIPP project will be included within the Clinical Innovation Adoption report to the Oxford AHSN Board and Implementation report to the ARC OxTV Strategy Board

7. Administration

The Steering Group shall be supported administratively by the NIPP Project Manager and NIPP Project Coordinator whose duties in this respect will include:

- Agreement of the agenda for Steering Group meetings with the Chair;
- Collation of reports and papers for Steering Group meetings;
- Ensuring that suitable minutes are taken, keeping a record of matters arising, issues to be carried forward and tracking completion of actions;
- Advising the Steering Group on pertinent matters;
- Ensuring the Steering Group is aware of and contributes to the reporting requirements to NHSEI

8. Requirement for review

These terms of reference will be formally reviewed by the Steering Group in six months' time.

9. FOI Reminder

The minutes (or sub-sections) of the Steering Group, unless deemed exempt under the Freedom of Information Act 2000, shall be made available to the public, through the meeting papers.

Appendix 2

**Oxford AHSN and ARC OxTV NIPP Project Group
Terms of Reference**

Membership	<ul style="list-style-type: none"> • Director of Clinical Innovation Adoption, Oxford AHSN (& NIPP Project Lead) (Chair) • Chief Executive Officer, Oxford Academic Health Science Network (AHSN) (Deputy Chair) • GIRFT Stroke Clinical Lead/ South East Stroke Network Lead • Senior Manager, ARC OxTV • Theme Lead, Novel Methods to Aid and Evaluate Implementation, ARC OxTV • Deputy Theme Lead, Novel Methods to Aid and Evaluate Implementation, ARC OxTV • NIPP Project Manager • PPI representatives (x2) • Director of Community Involvement and Workforce Innovation, Oxford AHSN • Professor of Medical Sociology, University of Oxford (NIPP- PPI/ health inequalities and qualitative workstreams) • Sustainability Lead, Oxford AHSN • Associate Professor of Health and Social Policy, University of Oxford (NIPP- Sustainability workstream) • Research Officer, University of Oxford (NIPP- Quantitative workstream)
Quorum	<ul style="list-style-type: none"> • Seven members (to include the Chair or deputy)
In Attendance	<ul style="list-style-type: none"> • Other members of the NIPP project team at request of the NIPP Project Group • Administrative support, NIPP Project Coordinator / Administrator, ARC OxTV
Frequency of Meetings	<ul style="list-style-type: none"> • Monthly
Accountability and Reporting	<ul style="list-style-type: none"> • Accountable to NIPP Steering Group through the NIPP Project Lead • Minutes available to all on request
Funding	<ul style="list-style-type: none"> • NHSE Innovation Research Life Sciences Team
Date of Approval:	<ul style="list-style-type: none"> •
Review Date	<ul style="list-style-type: none"> • 6 months review (June 2022)

**Oxford AHSN and ARC OxTV NIPP Project Group
Terms of Reference**

1. Purpose

The Oxford AHSN and ARC Oxford and Thames Valley NIPP Project Group (hereafter the Project Group) will work collaboratively, to deliver to the agreed timelines, the local (Oxford and Thames Valley) NHS Insights Prioritisation Programme (NIPP) project.

The overall strategic aims of the NIPP are supporting NHS Reset and Recovery, developing a rapid insights guide and encouraging greater collaboration between AHSNs and ARCs.

2. Membership and voting

The membership of the Project Group is provided at the front of this document. Voting will be conducted with one vote per member and decisions will be carried with a majority vote of members present, providing the vote is conducted when the meeting is quorate. All members of the Project Group having voting rights.

3. Quorum and Frequency of meetings

No business shall be transacted unless seven members of the Project Group are present. This must include the Chair or Deputy Chair.

The Project Group will meet monthly (fortnightly whilst project is in set-up phase). If a member is unable to attend a nominated deputy should attend, to ensure effective decision making can continue.

4. In attendance

The Project Group may request the attendance of project members from the different project workstreams to provide updates to the Project Group. The Project Group meetings will be administered and attended by the NIPP Project Coordinator.

5. Responsibilities

- To develop, agree and deliver the Oxford and Thames Valley NIPP project, ensuring the project timelines are adhered to.
- Work collaboratively within and across the different work packages for the project. Collaboration between the AHSN and ARC is key for the successful delivery of the project.
- To identify and communicate risks, such as finance, resource, access to data, change of scope, delivery to agreed timelines. Group to agree actions, with escalation to the Steering Group as appropriate.
- To ensure project partners are appropriately engaged and kept updated on project progress.
- To develop and agree a communication and dissemination plan.
- Use project findings to develop a rapid insights guide.

6. Accountability and Reporting arrangements

The Project Group will be accountable to the NIPP Steering Group.

The contract with NHSEI requires quarterly progress reporting using a set template, which includes overview of finances and reasons for variance from original costings. Each workstream will complete a highlight report on a monthly basis. This covers highlights of the month, work plan for the next month, project risks and action taken, open and ongoing actions.

Locally, reporting on progress with the NIPP project will be included within the Clinical Innovation Adoption report to the Oxford AHSN Board and Implementation report to the ARC OxTV Strategy Board

7. Administration

The Project Group shall be supported administratively by the NIPP Project Manager and NIPP Project Coordinator whose duties in this respect will include:

- Agreement of the agenda for Project Group meetings with the Chair;
- Collation of reports and papers for Project Group meetings;
- Ensuring that suitable minutes are taken, keeping a record of matters arising, issues to be carried forward and tracking completion of actions;
- Advising the Project Group on pertinent matters;
- Ensuring the Project Group is aware of and contributes to the reporting requirements to NHSEI

8. Requirement for review

These terms of reference will be formally reviewed by the Project Group in six months' time.

9. FOI Reminder

The minutes (or sub-sections) of the Project Group, unless deemed exempt under the Freedom of Information Act 2000, shall be made available to the public, through the meeting papers.