

CURRICULUM REVIEW PATIENT AND PUBLIC INVOLVEMENT GROUP ROLES AND RESPONSIBILITIES

Level: **STP**

This document sets out roles and responsibilities for the National School of Healthcare Science Curriculum Review Patient and Public Involvement Group.

Purpose of the Curriculum Review PPI Group

To offer lay guidance and insight on curriculum content for the Scientist Training Programme (STP) from the patient and public viewpoint. Group members will work alongside subject experts' reviewing curriculum content to ensure the patient is at the heart of the Scientist Training Programme Curriculum, in accordance with the principles of the NHS Constitution.

Curriculum Review PPI Group Establishment

The Curriculum Review PPI Group will be convened by NSHCS to support a full review of curriculum content for the STP. The Group will be active for approximately 4 years. Most Group activity will be online, with occasional attendance at face to face meetings.

Curriculum Review PPI Group Membership

- Appointments to the Group will be made by NSHCS following an open application process
- The minimum Group membership will be four
- Activity will be paid according to the HEE rates of £150 per day (Appendix 1).
- Travel and subsistence costs will be reimbursed where attendance is required in person. (Appendix 1)
- Requirements for Curriculum Review PPI Group Members
 - Previous experience as a PPI or Lay representative in an education and/or healthcare environment
 - Experience working in education or an understanding of educational processes, preferably higher education
 - A general interest in science and healthcare
 - The ability to read scientific and technical information
 - The confidence to offer a reasoned, concise response from a lay patient perspective
 - The IT skills and resources necessary to engage with curriculum review online

Curriculum Review PPI Group Responsibilities

- Complete a Curriculum Review Induction provided by NSHCS
- Review curriculum content online and provide guidance and insight from the patient and public viewpoint within the timescales as agreed. Feedback will be required in two formats;
 - As agreed with subject experts writing curriculum content. Guidance to subject experts may be given online, by telephone, or on occasion, in person at a Group meeting.
 - Through structured online surveys.

Curriculum Review PPI Group Roles

Members of the group will be asked to take two roles. The relationship between the roles is shown in Appendix 3.

Curriculum Review Group Member

- A Curriculum Review Group will be convened for each of the STP specialty subject areas. A member of the PPI Group will be assigned to each specialty review group. See Appendix 2.
- A Curriculum Review Group will also be convened to review the Core curriculum. Core curriculum elements are the generic elements of the curriculum which are common to all STP curricula. Two members of the PPI Group will be assigned to this group. The PPI representatives will be expected to attend meetings of this group in person. There will be a minimum of four face to face Curriculum Review Group meetings over a period of 8 months.

Curriculum Stakeholder Review PPI Respondents

- When curriculum content has been written and agreed by each Curriculum Review Group, feedback on the finalised curriculum content is invited from stakeholders. Members of the Curriculum Review PPI Group will be asked to provide stakeholder feedback as part of this review. Members will be asked to provide feedback on specialty subject areas where they have not been a member of the Curriculum Review Group.

NSHCS Curriculum Team Responsibilities

To support Curriculum Review PPI Group members in carrying out their roles and responsibilities, the NSHCS Curriculum team will;



- Provide a Curriculum Review Induction to Group members
- Provide secretariat for NSHCS Curriculum Review PPI Group meetings
- Provide guidance on curriculum Review processes and practice and facilitate drafting of curriculum content in a timely manner
- Provide and facilitate online workspaces


Curriculum Review PPI Group Confidentiality

Curriculum Review PPI Group members are expected to maintain appropriate confidentiality during the curriculum development phase.

Curriculum Review PPI Group- Future Curriculum Review

Members of the Curriculum Review Group may be invited to participate in ongoing Annual and Periodic Review of the curriculum (terms to be confirmed).

APPENDIX 1 – PAYMENT AND EXPENSES	
Document	
HEE PPI Midlands and East rates	 Midlands and East rates 12 04 16.pdf
NSHCS Non Staff Expenses form	 NSHCS Non Staff Expenses form - Lay 1

APPENDIX 2 – STP CURRICULUM REVIEW GROUP	
Document	
STP Curriculum Review Group - Roles and Responsibilities	 Curriculum Review Group Roles and Re

APPENDIX 3 – CURRICULUM REVIEW PPI GROUP ROLES			
Curriculum Review PPI Group Expected to be active for approximately 4 years	Specialty Curriculum Review Group Convened for each of the STP specialty subject areas Expected to active for 12 months to write curriculum content	Curriculum Stakeholder Review Survey available for 1 month for stakeholder feedback on curriculum content written by the Review Group	
PPI Group Member 1	Specialty 1 <div> Subject Experts PPI Group Member 1 </div>	PPI Group Member 2 PPI Group Member 3 PPI Group Member 4	
PPI Group Member 2	Specialty 2 <div> Subject Experts PPI Group Member 2 </div>	PPI Group Member 1 PPI Group Member 3 PPI Group Member 4	
PPI Group Member 3	Specialty 3 <div> Subject Experts PPI Group Member 3 </div>	PPI Group Member 1 PPI Group Member 2 PPI Group Member 4	
PPI Group Member 4	Specialty 4 <div> Subject Experts PPI Group Member 4 </div>	PPI Group Member 1 PPI Group Member 2 PPI Group Member 3	