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**CRN KSS Lay Representative Role Profile**

**Background:**

The Clinical Research Network Kent, Surrey and Sussex (CRN KSS) is part of the National Institute for Health Research (NIHR), and one of 15 Clinical Research Networks across England. The CRN KSS is hosted by the Royal Surrey County Hospital NHS Foundation Trust.

CRN KSS supports researchers and the life sciences industry in developing, setting up and delivering high quality health and social care research in all areas of disease and clinical need across the three counties of Kent, Surrey and Sussex. We do not carry out research ourselves, but seek to maximise the opportunities for NHS service users (a term which includes patients, their carers and family members) to participate in high quality research taking place in a wide variety of settings.

We partner with NHS providers across the region. This includes hospital Trusts (acute, community and mental health), GP surgeries, pharmacies and other healthcare providers

CRN KSS Partnership Board ensures the representation of all constituent organisations across Kent, Surrey and Sussex and provides oversight of activities.

CRN KSS is committed to the Department of Health and Social Care’s national strategy that puts patients at the heart of all NHS related activities. We believe that public accountability is of paramount importance to ensure that the best interests and the welfare of all participants in research are protected. In addition, we wish to ensure that there is transparency of the finance and organisational structures of the bodies that are responsible for research.

**The role**

* To promote the interests of NHS service users in all aspects of the research process.
* To be a visible leader of Patient and Public Involvement and Engagement (PPIE) in research across Kent, Surrey and Sussex
* To champion and promote the role of Patient Research Ambassadors (PRAs) across Kent, Surrey and Sussex and engage with, support and encourage PRAs.
* To provide the patient perspective in strategic development
* To ensure transparency, accountability and probity in the processes and functioning of an organisation that is funded with public money.
* To contribute to the development and performance of CRN KSS

**Key accountabilities and key responsibilities**

You will be required to

* Attend meetings of the Partnership Board at various locations across the region.
* Provide independent judgement, advice and opinion on issues of strategy, vision, performance and resources based on your lay perspective of the NHS and involvement in research.
* Constructively challenge and influence CRN KSS business.
* Commit to working to, and encouraging within the CRN KSS, the highest standards of probity, integrity and governance and contribute to the CRN’s internal governance arrangements.
* Be assured that financial information is accurate and that the financial controls and risk management systems are robust and fit for purpose.
* Engage positively and collaboratively in Partnership Board discussions, and hold the Board to account for the delivery of the CRN KSS strategy, and the performance of the Partner Organisations.
* Ensure that the commitment to participant experience and outcomes is at the heart of the CRN’s strategy, change programmes and improvement plans so that patients consistently receive high quality care.
* Behave in accordance with the CRN and Host Trust’s values; in furtherance of its mission, vision and strategic goals.
* Participate in the evaluation of their role or the activities of the Board and CRN:KSS
* Maintain confidentiality of discussions and information relating to Partnership Board meetings and activities.
* You must not at any time discuss any confidential information regarding patients or staff or release such information to unauthorised persons. For the avoidance of doubt this is an ongoing requirement.
* Attend meetings, by invitation, of member organisations
* Attend meetings of the PPIE Core Group
* Promote issues or questions that are considered to be important to patients and/or members of the public.
* Work collaboratively with Patient, and Public Involvement and Engagement (PPIE) professionals throughout Kent, Surrey and Sussex
* Promote PPIE activities and initiatives, and act as an ambassador for research engagement with stakeholders including the local community.
* Contribute to the leadership and development of the Patient Research Ambassador (PRA) programme and the PRA network, and assist PRAs to fulfil their role.
* Contribute, where appropriate, to national PPIE Forums
* Identify training needs and participate in appropriate training and support activities on a voluntary basis

You may be asked to undertake other duties not outlined above which arise as the role develops.

**The person**

Any NHS service user, patient, carer, or member of the public over the age of 18 is invited to apply

Essential criteria

* An understanding of the importance and role of clinical research
* The capacity to understand the local and national patient and public involvement agenda
* A willingness to become familiar with the language of research and medicine
* An ability to understand the broader range of patient and public perspectives beyond their own personal experience and to use that to inform the work of CRN KSS
* A willingness and ability to read papers prepared for Partnership Board meeting which will include financial and activity reports
* Experience of committee work
* An ability to relate to and communicate effectively, both verbally and in writing, with a wide variety of health care professionals, academics, patients and carers.
* A willingness and ability to listen to other views,
* An ability to summarise issues and express views objectively.
* An ability to express an opinion in formal professional settings
* A willingness to participate in any training/mentoring that may be required
* An ability and willingness to dedicate the necessary time required to the Lay Representative to the Partnership Board role

In addition to the expertise outlines above, candidates who are interviewed will need to show that they have the competencies required to be effective in this role. They are:

Patient and community focus

Committed to and knowledgeable about patient and public involvement and engagement in research

Hold others to account

The ability to probe and challenge constructively

Team working and commitment to working as a team member

Effective communication

The ability to think clearly and react creatively

Desirable criteria

The following would be helpful but not essential as full training will be given where necessary

* Previous Board experience
* The capability to chair a committee
* Experience of the research process, either as a participant in a trial or study, or some other means
* Experience of patient and public involvement in research

It is desirable to have access to a computer and email

**Duration of role**

The role is for a period of 1 year in the first instance

**Remuneration and support**

Payment and Expenses

As long as they are not in receipt of a full-time salary during the period of their claim the Lay Representatives to the Partnership Board are entitled to receive a fee of £150 per meeting of the Partnership Board and PPIE Core Group. This is in line with current INVOLVE guidelines, but subject to review and change in accordance with national guidance. This fee includes all preparation work for the meeting.

Travel, carer and subsistence costs (where appropriate) will be reimbursed for attendance at meetings on production of receipts and/or completion of the necessary claim form(s).

Support and training

Following appointment, members will be supported by CRN KSS staff, other Board Members and/or an appointed mentor. Any support and training needs will be evaluated in consultation with the Lay Member.