

Patient Engagement and Patient Safety Strategy and Advisory sub-group:

Terms of reference December 2014 (Version 2)

Purpose of the group:

- To agree a shared concept of patient engagement and a supporting framework for action
- To facilitate sharing of existing information and novel ideas about the patients' role in patient safety between group members
- To explore, understand and report on current patient engagement initiatives across England (e.g. service led, AHSN led, voluntary sector led)
- To consider the potential for additional strategies to enhance the engagement of patients in patient safety particularly for those who are sometimes overlooked or marginalised
- To foster partnerships between group members to develop a set of resources for engaging patients in patient safety, recognising the value of patient stories
- To consider and provide comment on recommendations of the patient safety and strategy advisory group and NHS England (including Sign up for Safety)
- To report to the strategy and advisory group, providing policy direction and guidance for healthcare providers and the general public
- Support the strategy and advisory group and members (including Sign up for Safety) to achieve our collective objectives in relation to patient engagement in patient safety
- Endorse those initiatives recommended by the Strategy and Advisory group and approved by the sub-group
- To disseminate the work of the group to appropriate audiences

Membership:

- Members will be invited to reflect a patient, practice and academic perspective on patient engagement in patient safety
- A maximum of 12 members will be invited in the first instance with potential for others to be co-opted as required
- A minimum of eight members must be present for the meeting to be quorate. Members may delegate attendance to an appropriate representative
- One year in the first instance to be reviewed as necessary

Accountability: for example

- The group, through the co-Chairs will report to the strategy and advisory group and attend the strategy and advisory group meetings

Ways of working:

- We will adopt a respectful, shared learning approach recognising the variety of expertise within the group and acknowledging the need for confidentiality where appropriate
- Sub-groups may emerge and work together within the allotted meeting time to discuss key issues in depth:

- Meetings will be held four times in the year and will be held either in London or Leeds
- Meetings will be organised by the secretariat and will be chaired by either Rebecca Lawton or Gerry Armitage
- Standing items based on the objectives of the group will form the initial agenda; future agendas will reflect the ongoing work of the group
- Agendas will be circulated at least a week in advance and minutes will be circulated within a month of the date of the meeting
- The meeting will take the format of round table discussions
- Members may be co-opted to attend specific meetings, either to present work of relevance to the group or to perform specific tasks on behalf of the group
- Secretariat will be provided by the Sign up to Safety team
- Reasonable expenses will be paid to members of the group

○ **sharing of information and resources (including confidential materials)**