

# Patient and Public Voice (PPV) Partner

Application information pack



# Contents

- 1. Introduction..... 3
- 2. How to apply..... 3
- 3. Diversity and equality of opportunity..... 4
- 4. Once we receive your application..... 4
- 5. Background, context and aims of the programme ..... 4
- 6. Role of the group / committee ..... 5
- 7. Importance of PPV partners ..... **Error! Bookmark not defined.**
- 8. What is the role of PPV partners on the group ..... 5
- 9. Skills and experience are required for this role..... 6
- 10. Time commitment..... 6
- 11. Support for PPV partners ..... 7

# Application information pack for PPV Partners

## 1. Introduction

Thank you for your interest in becoming a PPV Partner with NHS England.

NHS England is committed to ensuring that public and patient voices are at the centre of shaping our healthcare services. Every level of our commissioning system needs to be informed by insightful methods of listening to those who use and care about our services. Their views should inform service development and improvement. Our commitment to supporting our PPV Partners is set out in our [PPV Partners Policy](#).

Please read this application information pack before completing the application form for this role, to ensure you fully understand the application process, and to determine whether you have the skills and time to become a PPV Partner.

NHS England will reimburse reasonable out of pocket expenses in line with our PPV Partners Expenses and Involvement Payments Policy. This post does attract an involvement payment. Any involvement payments may be classed as earnings or income by Her Majesty's Revenue and Customs service (HMRC) or the Department for Work and Pensions (DWP). PPV Partners are responsible for declaring this income to HMRC, DWP, Job Centre plus or other agencies as appropriate. If you are in receipt of state benefits, you should seek advice from the relevant agency, for example JobCentre Plus, ideally in advance of applying and certainly before accepting an offer of a role which attracts an involvement payment, even if you intend to decline the payment.

For further information see the [PPV Partners Expenses and Involvement Payments Policy](#) or the [PPV Partners Policy](#).

Please note that correspondence will be primarily via email, unless otherwise requested. If you do not have access to email and would like to be contacted via telephone or post, please state this on your application form.

## 2. How to apply

Please complete and return the following accompanying documents:

- Application Form
- Equal Opportunity Monitoring Form

You can either return these documents by email [england.voice-crg@nhs.net](mailto:england.voice-crg@nhs.net) or alternatively by post to:

Engagement Team, Specialised Commissioning  
Area 3B Skipton House  
80 London Road  
SE1 6LH

If you would like support to enable you to apply for this role, and/or information in another format please contact [england.voice-crg@nhs.net](mailto:england.voice-crg@nhs.net).

We will rely on the information you provide in the application form to assess whether you have the skills and experience required for this role.

### 3. Diversity and equality of opportunity

NHS England values and promotes diversity and is committed to equality of opportunity for all. To help us understand if we are achieving this, we ask you to fill out an **Equal Opportunity Monitoring Form** as part of the application process.

Please let us know if you have support needs so that we can understand how we can support you to participate fully.

### 4. Once we receive your application

The steps will be as follows:

- i) Applications will be shortlisted by a panel, including members drawn from the relevant Clinical Reference Group.
- ii) Applications will be assessed against the skills and experience required, outlined in section nine (below). Selection will be made on the basis of the content of the application form.
- iii) Interviews could take place via teleconference or a face to face interview and if called upon by both methods.
- iv) Please note that two references will be taken up for successful applicants before involvement can commence.
- v) PPV Partner roles do not require DBS clearance.
- vi) All applications will receive a successful or unsuccessful notification. The successful notifications will include information about next steps.

If you wish to be informed about future involvement opportunities with NHS England, please [sign up to NHS England's In Touch newsletter](#), which includes details of current opportunities.

If you have any queries about the application process, or would like an informal discussion about the opportunity – please contact [england.voice-crg@nhs.net](mailto:england.voice-crg@nhs.net).

### 5. Background, context and aims of the programme

CRGs are established to provide specialty-specific clinical advice and leadership for Specialised Commissioning. They sit under six National Programme of Care (NPoC) Boards, to which they are responsible, and form working groups which cover all of the major clinical areas within the Specialised Commissioning portfolio (with the exception of the very rare conditions).

The role of the CRGs is to lead the development of clinical commissioning policy, service specifications and quality dashboards, advise on service reviews, conduct horizon scanning and advise on innovation, identify and explore opportunities to reduce clinical variation in healthcare and to deliver value. They also provide advice to assist in answering Parliamentary Questions and other correspondence and provide other ad hoc advice where required.

The CRG structure is revised to ensure that this clinical advisory mechanism within NHS England remains effective and provides value, in light of the publication of the Five Year Forward View. The revised CRG membership structure will consist of: a Chair, eight regional clinical members accountable to the Regional Clinical Director (RCD) for Specialised Commissioning, three Patient and Public members and up to four members from affiliated organisations (such as Colleges and Societies).

## **6. Role of the group / committee**

The role of the Clinical Reference Group (CRG) members is to provide advice and leadership in five respects:

- To drive service transformation
- To ensure the best value for patients
- To support the identification and delivery of NHS England's corporate and clinical priorities
- To support the commissioning of services; and
- To support parliamentary accountability and provide ad hoc advice

## **7. What is the role of PPV Partners on the group?**

PPV representation will bring important views, perspective and challenge into the CRG. This role is essential in championing a service user, patient and/or carer/family viewpoint, ensuring that their needs are met through the outcomes of the programme.

The role of the PPV partner is to:

- Ensure that the committee/group considers and prioritises the service user, patient, carer and family perspective.
- Champion the diversity of PPV views, and not just to represent their own experience.
- Provide 'critical friend' challenge into the group.
- 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 that this is a requirement.

## **8. Skills and experience are required for this role**

- Constructively challenge, influence and help the CRG develop strategies in respect of its work programme.
- Bring independent judgement and experience from a patient and citizen perspective.
- High level of organisation, self-motivation and drive for performance.
- Personal integrity and commitment to openness, inclusiveness and high standards.
- Ability to work effectively, constructively with senior multi stakeholder colleagues.
- Experience of working in a Committee setting, and prepared to contribute actively to the discussions and work of the CRG.
- Ability to understand and evaluate a range of information and evidence.
- Experience of working in partnership with healthcare organisations or programmes.
- Ability to display sound judgement and objectivity.
- Have an awareness of, and commitment to, equality and diversity.
- Understand the need for confidentiality.
- A commitment to the 'seven principles of public life' (sometimes known as the 'Nolan Principles': selflessness, integrity, objectivity, accountability, openness, honesty, leadership).

## **9. Time commitment**

- Initially there will be trial period of three months. Membership of the group/committee is for 12 months initially, at which point membership will be reviewed for a maximum of three years.
- You will be required to attend meetings approximately every three months and will generally take place during working hours.
- Any face-to-face meetings, including briefing and induction sessions, will be arranged on a national rather than a local basis and are most likely to be in London. However, wherever possible there will be a dial-in teleconferencing facility available.
- Prospective applicants should also be aware that many of the documents and programmes will be complex so will require reading time prior to the meeting.

## **10. Support for PPV Partners**

- NHS England asks that all new PPV Partners complete an interactive online induction session. This webinar lasts an hour and will provide some background information to NHS England and the work that we do as well as wider support available to PPV Partners.
- You will also receive an induction from the programme team that is leading this work .
- Meeting documents, and if necessary, pre-meeting briefings will be provided.