

External Patient and Public Voice Partner Representation on the Inclusive Pharmacy Practice Advisory Board – Role Advert and Description

Introduction

1.1 Led by the Chief Pharmaceutical Officer for England, Dr Keith Ridge, the office of the Chief Pharmaceutical Officer at NHS England and NHS Improvement works across the NHS system and a wide range of public and professional stakeholders to support the development of clinical pharmacy practice to ensure the best outcomes from medicines.

1.2 The office works collaboratively across NHS England and NHS Improvement, and the wider healthcare system (including the Department for Health and Social Care, Health Education England, Public Health England, NHX and NHS Digital) to provide professional leadership and ensure alignment of purpose and delivery of a range of programmes and initiatives. These include:

- medicines optimisation, and medicines policy more generally, which aims to secure better outcomes and value for patients from £20.9 billion pa spent on medicines
- transforming the pharmacy team's role in support of the NHS Long Term Plan
- support the roll out of clinical pharmacists in primary care networks
- leading work on addressing overprescribing of medicines
- reforming the education and training of pharmacists and pharmacy technicians, alongside workforce planning for the whole pharmacy workforce
- ensuring equality, diversity and inclusion within the profession
- supporting specific clinical or public health issues across the NHS Long Term Plan domains, for example antimicrobial resistance, improving medicines use for children, people with mental health problems, people with learning difficulties, and those with long term conditions, and Controlled Drugs governance
- overseeing and developing a robust professional network across the health system.



- 1.3 The Inclusive Pharmacy Practice (IPP) Advisory Board has been established following a programme of work to develop a plan for pharmacy organisations and professionals to embed inclusive pharmacy practice into their work. It is chaired by the Chief Pharmaceutical Officer for England.
- 1.4 On 5 August 2020 NHS England and NHS Improvement (NHSE&I), the Royal Pharmaceutical Society (RPS) and the Association of Pharmacy Technicians UK (APTUK) held a joint roundtable for national pharmacy organisations and other stakeholders.
- 1.5 Following the roundtable, a [Joint National Statement of Principles on Inclusive Pharmacy Professional Practice](#) was developed and published on 25 September 2020. From this, the [Joint National Plan for Inclusive Pharmacy Practice](#) was co-produced by the Chief Pharmaceutical Officer's team at NHSE&I, the RPS and APTUK, working with partners across the pharmacy sector, and published on 10 March 2021.
- 1.6 The IPP plan is a united response to the two Public Health England (PHE) reports – [Beyond the data](#) and [Disparities in the risk and outcomes of COVID-19](#) – confirming that COVID-19 has had a disproportionate impact on staff and communities from Black, Asian and Minority Ethnic backgrounds. The reports recommend targeted health promotion, access to healthcare resources and addressing social and structural disparities that contribute to health inequalities.
- 1.7 The plan initially begins with a Black, Asian and Minority Ethnic focus because across other protected characteristics and factors that shape our identity – age, disability, sex, sexual orientation, pregnancy and maternity, education, career progression and geographical location – there are ethnic and racial disparities.
- 1.8 It is also important to note there are differences in experiences and outcomes among people from Black, Asian and Minority Ethnic backgrounds including pharmacy students, trainees and professionals.

Objectives for the IPP Advisory Board

- 1.9 As part of the process to support the development and implementation of the IPP plan, the Board will:
- Provide thought leadership to the Chief Pharmaceutical Officer and the pharmacy senior leadership Pharmacy Advisory Group (PAG) at NHSE&I.

- Guide and advise on the work of the IPP Stakeholder Advisory Group and the implementation and goals of the Joint National Plan for IPP.
- Review progress updates on implementation of the Joint National Plan for IPP.
- Advise the NHSE&I Pharmacy PAG IPP Working Group.
- Oversee the evaluation of the Joint National Plan for IPP.

Patient and public voice (PPV) partner representatives

1.10 To meet NHSE&I's commitments in line with the Joint National Plan for IPP, we are establishing two appointments to the IPP Advisory Board for PPV partner representatives from under-represented groups. Appointees will contribute their leadership experience and their lived experience to the work of the Board.

1.11 This process forms part of NHSE&I's commitment to create a positive culture of dignity and respect for all individuals including staff, patients, their families and carers as well as community partners. The intention is to promote positive practice and value the diversity of all individuals and communities and to identify, remove or minimise discriminatory practice.

Description of roles

1.12 We are seeking two PPV partners to join the board from August 2021 to April 2022 in the first instance. The Board will also include senior national advisors, leaders and experts from across the health system.

Two Posts – Two PPV partners with previous experience as an appointee to an NHS or other public sector board, committee or local group. Candidates may be employed by or working as a volunteer with a voluntary sector organisation. The postholders will bring leadership experience and understanding of inclusive practice and its contribution to NHS healthcare services for local communities.

The IPP Advisory Board would benefit from candidates who:

- 2 Have lived experience of the equality, diversity and inclusion agenda – and the ability to contribute from across the breadth of that agenda
- 3 Are in touch at a grassroots level, to bring that viewpoint to support the board
- 4 Have links to other patient groups or networks around equality, diversity and inclusion
- 5 Can support the board to think through its engagement with people and communities to ensure the board understands what is important to diverse groups in pharmacy professional practice.

It would be also be desirable to have applications from those candidates with experience of interaction with pharmacists and pharmacy technicians in healthcare settings in the community, general practices or in hospitals.

1.13 The time commitment for both posts will include:

- One board meeting every 2 months. Each meeting will be one to two hours. It is anticipated that the board will continue until April 2022 in the first instance.
Meetings will usually be virtual using Microsoft Teams.
- Application (and if additional information is required) will be through submission of the Candidate Expression of Interest Form and Equal Opportunities Monitoring Form to: **Jo Coleman, Head of Office, Chief Pharmaceutical Officer, NHS England and NHS Improvement. Phone: 07900 712989. Email: england.cpho-office@nhs.net.**

1.14 The membership of the Board is at Appendix C.

How to apply

1.15 Please complete and return the following accompanying documents:

- Candidate Expression of Interest Form – **Appendix A**
- Equal Opportunities Monitoring Form – **Appendix B**.

NHS England and NHS Improvement, through the Office of the Chief Pharmaceutical Officer, using an open and inclusive process, actively encourages applications from a diverse range of candidates, including people from under-represented groups as defined in the Equality Act 2010.

1.16 All appointees have the right to participate in the Board without fear of discrimination or prejudice based on ethnicity, sexuality, nationality, age, gender identity, gender presentation, language, ability or disability, asylum status, political or religious affiliation plus other protected characteristics outlined in the Equality Act 2010.

1.17 If you would like support to enable you to apply for this role, and/or information in another format, please contact Joanne Coleman, as above.

1.18 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.

Diversity and equality of opportunity

1.19 NHS England and NHS Improvement 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 Opportunities 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.

Once we receive your application

1.20 The steps will be as follows:

- i) We will acknowledge receipt of your application form via the email address that you provide for us on the Candidate Expression of Interest Form (unless otherwise specified).
- ii) Applications will be shortlisted and interviewed by a panel, including members drawn from the following groups:
 - Inclusive Pharmacy Practice Advisory Board
 - Inclusive Pharmacy Practice Stakeholder Group.
- iii) Applications will be assessed against the skills and experience required. Selection will be made on the basis of the content of the application form.
- iv) Interviews will take place via Microsoft Teams meeting platform with due regards to any special needs of disabled or vulnerable candidates during the interview process.
- v) Please note that two references will be taken up for successful applicants before involvement can commence.
- vi) All applications will receive a successful or unsuccessful notification. The successful notifications will include information about next steps.

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

Further information

1.22 If you have any queries about the application process, or would like an informal discussion about the opportunity, please contact Melanie Boast, Head of Pharmacy Communications, on melanie.boast@nhs.net.

Closing date and interview date

1.23 Closing date for expressions of interest is: **Tuesday, 29th June 2021**.
Successful expressions of interest will be followed up by: **Monday, 5th July 2021**.
Interviews will take place in: **Week commencing 19 July 2021**.

Payment and expenses

1.24 PPV partners can receive an involvement payment of £150 per day, where PPV partners are paid £75.00 for up to 4 hours and £150.00 for over 4 hours work. This payment includes time to prepare for meetings, including reading papers, the meeting itself and any debriefs.

1.25 Please note that this payment is for those people not representing or supported by an organisation, and for an estimated time commitment of up to 10 days per year. This is in line with the [NHS England Patient and Public Voice Expenses policy](#).

1.26 Membership of the IPP Advisory Board is expected to be five meetings between August 2021 to April 2022 initially, at which point the Board and its membership will be reviewed.

Appendix A: Candidate Expression of Interest Form

Expression of interest in being a PPV member of the Inclusive Pharmacy Practice Advisory Board

Please note the closing date for all expressions of interest is: **17.00, Tuesday, 29 June 2021.**

About you:

Full name:
Job title (if applicable):
Organisation (if applicable) / Address:
Contact telephone number:
Contact email address:
Do you have any additional needs or need particular support from NHS England and NHS Improvement to enable you to participate? Yes / No (delete as applicable). If yes please explain.

Expression of interest:

Please tell us why you would like to apply for this role (up to 300 words):
Please tell us your main experience, qualifications and skills which support your application (up to 500 words):
Please provide the names and contact details for two referees, who we can contact if your application is successful:

Appendix B: Patient and Public Voice (PPV) Partners Equal Opportunities Monitoring Form

Why we are asking you to complete this form

NHS England and NHS Improvement is committed to promoting equality and eliminating unlawful discrimination, and we are aiming to achieve diversity in the range of people we involve. You do not have to answer these questions, and we understand that some of this information is personal and sensitive in nature. However, gathering this data helps us to understand if we are involving different groups of people, and to make improvements if some groups are not represented.

Data protection

The information you provide is anonymous and will not be stored with any identifying information about you. We may use anonymised statistics and data you have provided to inform discussions about how to improve the diversity of our PPV Partners and inclusivity of participation opportunities, but no information will be published or used in any way which allows any individual to be identified. All details are held in accordance with the Data Protection Act 2018.

The information that we are asking you to provide is informed by our duties under the Equality Act 2010, and includes information about your age, race, sex and sexual orientation.

If you have a question or concern about how we process your data, or you would like us to delete your data from our records, you can contact us by emailing england.cpho-office@nhs.net. If you are unhappy with how we have handled your data, you also have a right to complain to the Information Commissioner's Office (ICO).

[NHS England's Privacy Notice](#) describes how we use personal data and explains how you can contact us and invoke your rights as a data subject. We will process your information in accordance with the requirements of the Data Protection Act 2018.

If you would like this information in an alternative format, or would like help in completing the form, please contact us on: england.cpho-office@nhs.net.

Equal Opportunities Information

What year were you born?

Prefer not to say

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months (include any problems related to old age)?

- Yes, limited a little
- Yes, limited a lot
- No
- Prefer not to say

If you answered 'yes' to question 2, please indicate your disability:

- Vision (e.g. due to blindness or partial sight)
- Hearing (e.g. due to deafness or partial hearing)
- Mobility, such as difficulty walking short distances, climbing stairs, lifting and carrying objects
- Learning or concentrating or remembering
- Mental Health
- Stamina or breathing difficulty
- Social or behavioural issues (e.g. due to neuro diverse conditions such as Autism, Attention Deficit Disorder or Asperger's Syndrome)
- Other impairment
- Prefer not to say

What is your ethnic group?

Choose one section from A to E, and then tick the appropriate box to indicate your ethnic group.

A. White

- Welsh / English / Scottish / Northern Irish / British
- Irish Gypsy or Irish Traveller
- Any other White background, please write in.....

B. Mixed

- White and Black Caribbean
- White and Black African
- White and Asian

Any other mixed background, please write in.....

C. Asian or Asian British

Indian

Bangladeshi

Pakistani

Chinese

Any other Asian background, please write in.....

D. Black or Black British

Caribbean

African

Any other Black background, please write in.....

E. Other ethnic group

Arab

Any other, please write in.....

Prefer not to say

Which of the following options best describes how you think of yourself?

Woman (including trans woman)

Man (including trans man)

Non-binary

In another way

Prefer not to say

Is your gender identity the same as the gender you were given at birth?

Yes

No

Prefer not to say

What is your legal marital or civil partnership status?

Divorced

Formerly in a registered civil partnership which is now dissolved

In a registered civil partnership

Married

Never married and never registered a civil partnership

Separated, but still in a registered civil partnership

Separated, but still legally married

Surviving partner from a registered civil partnership

- Widowed
- Prefer not to say

What is your religion?

- No religion
- Atheist
- Buddhist
- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
- Hindu Muslim
- Jewish Sikh
- Any other religion, please write in.....
- Prefer not to say

Which of the following options best describes how you think of yourself?

- Bisexual
- Gay
- Heterosexual / Straight
- Lesbian
- In another way
- Prefer not to say

Do you look after, or give any help or support to family members, friends, neighbours or others because of either long-term physical or mental ill-health / disability, or problems related to old age?

- No
- Yes, 1-19 hours a week
- Yes, 20-49 hours a week
- Yes, 50 or more hours a week
- Prefer not to say

Thank you for completing these equal opportunity monitoring questions.

Appendix C: IPP Advisory Board Membership

Name	Role	Organisation
Dr Keith Ridge (Chair)	Chief Pharmaceutical Officer	NHSE&I
Natasha Callender	CPhO Clinical Fellow	NHSE&I
Richard Cattell	Deputy Chief Pharmaceutical Officer	NHSE&I
Professor Anton Emmanuel	Senior Clinical Lead for the Workforce Race Equality Standard	NHSE&I
Dr Bola Owolabi	National Clinical Director for Health Inequalities	NHSE&I
Professor Mala Rao	Medical Adviser, Workforce Race Equality Strategy Implementation Team Department of Primary Care and Public Health	NHSE&I Imperial College London
Professor Kevin Fenton	Regional Director of Public Health for London	Public Health England
Ros Cheeseman	Pharmacy Dean – Midlands and East	Health Education England
Janaki Chitsabesan	Co-founder	Pharmacy Technicians of Colour
Liz Fidler	President	Association of Pharmacy Technicians UK
Chisha McDonald	Head of Pharmacy	Chelsea and Westminster NHS Foundation Trust
Dr Habib Naqvi	Director	NHS Race and Health Observatory
Professor Mahendra Patel	Independent Advisor	
Robbie Turner	Director of Pharmacy and Member Experience	Royal Pharmaceutical Society
Patient & Public Voice Partners	To be appointed	

