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**Application information pack, for Lived Experience Partners for the national MSK Lived Experience Group #MSKLeg**

**Introduction**

Thank you for your interest in becoming a Lived Experience Partner (Patient and Public Voice Partner –Role 4 PPV) with NHS England and NHS Improvement.

NHS England and NHS Improvement are 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 PPV Partners is set out in the [PPV Partners Policy](https://www.england.nhs.uk/publication/patient-and-public-voice-partners-policy/).

***Please read this information pack before completing the application form for this role, to ensure you fully understand the process, and to determine whether you have the relevant lived experience, skills and time to become a MSK Lived Experience Partner.***

The closing date for applications is **10th November 2021 at midnight**

These posts do attract an involvement payment as per policy and is paid as a Role 4 PPV Partner. NHS England and NHS Improvement will also reimburse reasonable out of pocket expenses in line with the PPV Partners Expenses and Involvement Payments Policy.

**PLEASE NOTE:** 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).

As #BestMSKHealth Lived Experience Partners, you will be paid through the NHS England and NHS Improvement payroll system. **The payment will go directly to your bank account. Payments will be subject to statutory deductions including tax and national insurance (NI), this will be dependent on your individual earnings and tax code.**

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.

Please note that correspondence will be primarily via email, unless otherwise requested. If you would like to be contacted via telephone or post, please state this on your application form.

**How to apply**

Please complete and return the following accompanying documents:

* Application form
* Equal opportunity monitoring form

Please return these documents by email to:[**england.eoccoproduction@nhs.net**](mailto:england.eoccoproduction@nhs.net)

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

**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.

**Once we receive your application**

The steps will be as follows:

1. We will acknowledge receipt of your application form via **email**. If you do not receive an acknowledgement **within 3** days, please get in touch.
2. Applications will be shortlisted by a panel, including members drawn from: **Experience of Care co-production programme** and **#BestMSKHealth project team.**
3. Applications will be assessed against the relevant lived experience, skills and knowledge required. Selection will be made on the basis of the content of the application form.
4. **Interviews will take place via Microsoft Teams in the week beginning 22nd November 2021**
5. 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, please [sign up to NHS England and NHS Improvement’s In Touch newsletter](https://www.england.nhs.uk/email-bulletins/in-touch-bulletin/), 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 **Cristina Serrao** on07827 081 794 or **Helen Lee** on 07900 715 184

* **Background, context and aims of the programme**

The National Best MSK programme is working across primary, community, secondary and post hospital care and across all age groups, to move towards lifelong best MSK health in all communities.Our aimis to sustain delivery of evidence-informed personalised, high-quality integrated healthcare valued by everyone, using a collaborative and co-productive approach.

We are working with national leads across MSK, to produce advice and guidance, tools and evidence-based pathways to share with systems. Coproduction with patient representatives is key to our work to ensure a balanced approach which truly represents the needs and experience of our patients.

The programme aims to do the following:

* Drive improvement throughout patient journeys in healthcare
* Enhance the management of patients when in primary care or in the community
* Promote and support the use of digital technology to achieve best outcomes for our patients

More information can be found at our NHS Futures platform

[FutureNHS Collaboration Platform - FutureNHS Collaboration Platform](https://future.nhs.uk/system/login?nextURL=%2Fconnect%2Eti%2Fhome%2Fgrouphome)

#BestMSKHealth is committed to working in partnership with people with lived experience. There are 10 work streams who will all be allocated a lived experience partner to join them in their team. The person chosen will need to have relevant lived experience in the allocated area as either someone who has used a service or as a carer of someone who has.

Workstreams:

1. Orthopaedics
2. Spinal
3. Paediatrics
4. Osteoporosis, Falls and fragility Fractures
5. Rheumatology
6. Data
7. Urgent and Emergency Care
8. Supported Self Management
9. Diagnostics
10. Primary and community care

**Role of the group / committee**

The MSK Lived Experience Group ensures the #BestMSKHealth Collaborative is co-produced and based on ‘what matters’ to people using MSK services and their carers.

Lived Experience Partners will bring important views, perspective and challenge into the **MSK Leg.** These roles are essential in championing ‘lived experience’ of the people who use our MSK services and their carers. Ensuring that their needs are met through the outcomes of the programme.

**What is the role of the Lived Experience Partners in the group?**

* Ensure that the #BestMSKHealth Collaborative as a whole, and across workstreams, considers and prioritises the person who uses MSK services and their carers.
* Ensure that relevant lived experience is central to the achievement of the #BestMSKHealth Collaborative principles.
* Co-produce the programme ensuring diverse voices are included from a wide range of people, communities and networks.
* Champion and advocate for increasing lived experience and public awareness of the outcomes and achievements of the #BestMSKHealth Collaborative.
* Be an active team member
* Champion and advocate for increasing awareness of the programme’s outcomes and achievements.

**Skills and experience required for this role**

**Essential:**

* Lived experience of MSK condition as a person who uses services and/or as a carer (family member/ unpaid carer)
* Good understanding of, and commitment to, equality and diversity and health inclusion
* Confident and able to actively participate in strategic discussions
* Understand confidentiality and maintain this
* Ability to work collaboratively and constructively
* Good communication and an active listener, with good interpersonal skills
* Self-awareness and an ability and desire to develop collaborative working relationships with a range of stakeholders and peers
* A commitment to the ‘seven principles of public life’ (sometimes known as the ‘Nolan Principles’: selflessness, integrity, objectivity, accountability, openness, honesty, leadership)

**Due to the nature of the programme there will be the need for some flexibility in terms of days and hours required**

**Desirable:**

* Experience of working with multiple stakeholders at strategic level.
* Experience of representing people who use our services, carers and their communities
* Understanding of co-production quality improvement methodologies in health care
* Awareness of Beneficial Changes Network and associated priorities

**Time commitment**

* Membership of the group/committee is until 31st March 2022 initially, at which point the group will be evaluated and reviewed.
* You will be required to attend meetings approximately every **2** weeks. Meetings will take place virtually on Microsoft Teams
* Meetings will normally last for **1-2** hours and there will be an expectation for pre or post meeting actions which may include reviewing documents, with a 4 hours total commitment (allocated to each work stream)

**Support for MSK Lived Experience Partners**

* NHS England and NHS Improvement ask that all new Lived Experience Partners complete an interactive online induction session as per PPV policy. This webinar lasts an hour and will provide some background information to NHS England and NHS Improvement 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.
* There are a range of [learning and development opportunities](https://www.england.nhs.uk/participation/learning/) available

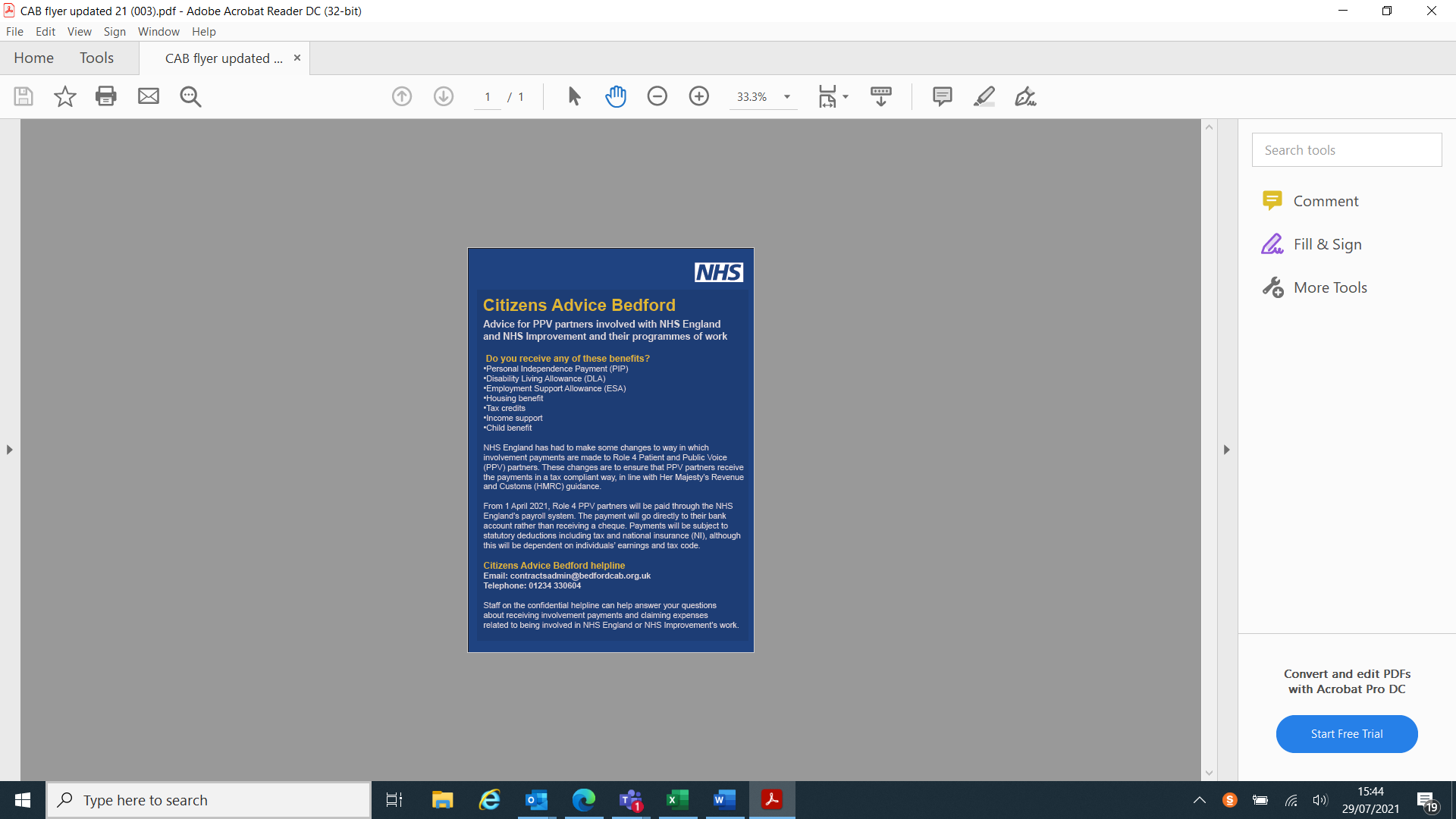
**We will work with you to understand how we can best support your individual needs including:**

* Induction, Training, Welcome Pack,
* Regular supervision and mentoring
* Member of the Lived Experience Partners Network
* Development opportunities

**Our commitment:**

* Value your contribution and work with you as an equal partner
* Ensure that you have all the information that is needed prior to a meeting
* Adhere to NHS England and NHS Improvement Patient Public Voice (PPV) policy with appropriate payments
* Avoid using jargon and acronyms
* Mentoring and support
* Provide and signpost appropriate training for the role

**Advice if you receive state benefits**





**Appendix C**

**Patient and Public Voice (PPV) Partner application form**

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**Application to become a Lived Experience Partner of MSK Leg #BestMSKHealth**

**Guidance notes**

***Please read this information pack before completing the application form for this role, to ensure you fully understand the process, and to determine whether you have the relevant lived experience, skills and time to become a MSK Lived Experience Partner.***

Please **submit only one application form** for each person applying to become a Lived Experience Partner.

You can either apply yourself, or on behalf of another person (with their agreement).

The closing date for applications is **7th November 2021**

Please complete and return this application form, along with the **Equal Opportunities Monitoring Form** to: [**england.eoccoproduction@nhs.net**](mailto:england.eoccoproduction@nhs.net)

**About you**

|  |
| --- |
| **Full name:** |
| **Title (for example Mr, Mrs, Ms, Miss):** |
| **Preferred name:** |
| **Are you aged 18 or over?** Yes / No (please delete as applicable) |
| **Address:** |
| **Postcode:** |
| **Contact telephone number:** |
| **Email address:** |
| **Please select the option that best applies to you. I am a:**  Health service user (current or previously)  Carer of a person currently / previously using health services  Other (please state) |
| **Do you have any additional needs or need particular support from NHS England to enable you to participate?**  Yes / No (delete as applicable). If yes, please explain:  **Are you able to use telephone, email and the internet to communicate and take part in meetings?**  We want to make our meetings as inclusive as possible so please let us know if you have any training or support needs.  Yes / No (delete as applicable). Comments: |
| **How did you find out about this role?**  In Touch newsletter  NHS England and NHS Improvement website  Social media  Word of mouth  Other NHS England and NHS Improvement newsletter  Other, please explain: |
| **Are you able to commit to the time commitment outlined in the application pack?**  Yes / No (delete as applicable). Comments: |
| **Do you hold any other PPV Partner roles?**  Please note that NHS England and NHS Improvement PPV Partners can hold a maximum of three roles that attract an involvement payment at any one time, and a maximum of five roles that do not attract a payment.  Yes / No (delete as applicable). If yes, please provide details: |

**Skills and experience**

You should refer to information provided in the **information pack** before completing this section.

|  |
| --- |
| **Please tell us why you would like to apply for this role (we suggest you do this in about 200 words).** |
| **Please tell us about any organisations or networks relevant to health and care services that you have an interest in and /or a member of:** |
| **Please tell us your experience of giving a public involvement / patient / carer / voluntary sector perspective (we suggest you do this in about 200 words).** |
| **Please tell us about any other experience or skills you have which would support your application. You should refer to the Essential and Desirable section of the information pack.** |

**References**

Please provide us with two references. Your referee should be someone who can comment on your suitability and lived experience/skills related to the role (PPV Role 4) this can be someone who knows you and can comment on your interest in this area of work

Please include the name, telephone number and email address of both of your referees.

|  |  |
| --- | --- |
| **Reference 1** |  |
| **Reference 2** |  |

Please return your completed application form, along with the **Equal Opportunities Monitoring Form** to:

[**england.eoccoproduction@nhs.net**](mailto:england.eoccoproduction@nhs.net)



**Appendix D**

**Patient and Public Voice (PPV) Partners Equal Opportunities Monitoring Form**

**Why we are asking you to complete this form**

NHS England and NHS Improvement are 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.eoccoproduction@nhs.net**](mailto:england.eoccoproduction@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](https://www.england.nhs.uk/contact-us/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 [**england.eoccoproduction@nhs.net**](mailto:england.eoccoproduction@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.

1. White

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

1. Mixed

* White and Black Caribbean
* White and Black African
* White and Asian
* Any other mixed background, please write in……………………………………….....

1. Asian or Asian British

* Indian
* Pakistani
* Bangladeshi
* Chinese
* Any other Asian background, please write in…………………………………………..

1. Black or Black British

* Caribbean
* African
* Any other Black background, please write in…………………………………………..

1. 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
* Jewish
* Muslim
* 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.

Please return your completed survey by email to [**england.eoccoproduction@nhs.net**](mailto:england.eoccoproduction@nhs.net)