

Patient and Public Voice (PPV) Partner

Application information pack:

Genomics Test Evaluation Working
Group

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Application information pack for PPV Partners

Introduction

Thank you for your interest in becoming a Patient and Public Voice (PPV) partner with the [Genomics Programme](#) with NHS England and NHS Improvement. We are currently looking to recruit a PPV partner for the Cancer [Test Evaluation Working Group](#).

NHS England and NHS Improvement is committed to ensuring that patient and public voices are at the centre of shaping our healthcare services. Every level of our commissioning system needs to be informed by people 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 decide whether you have the skills and time for the role.

NHS England and NHS Improvement will reimburse reasonable out of pocket expenses in line with the PPV Partners Expenses and Involvement Payments Policy. This post is a level 4 PPV role which attracts an involvement payment.

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).

Role 4 PPV Partners will be paid their involvement payments through the NHS England and NHS Improvement payroll system. The payment will go directly to their bank account. Payments will be subject to statutory deductions including tax and national insurance (NI), although this will be dependent on individuals' 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.

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.

How to apply

Please read all information below and complete and return the following documents:

- Application Form
- Equal Opportunity Monitoring Form

Please return these documents by email to england.voice-crg@nhs.net.

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.

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

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 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:

- i) Applications will be shortlisted by a panel, including members drawn from the relevant Group you are applying for.
- ii) Applications will be assessed against the skills and experience required, outlined in section in this application pack. Selection will be made on the basis of the content of the application form.
- iii) Interviews will take place via teleconference, unless a face to face interview is requested.
- 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 and NHS Improvement, 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.

Background, context and aims of the Genomics Programme

The NHS Long Term Plan sets out a number of commitments for genomics, which are delivered through the NHS Genomics Programme. The Genome UK Strategy and Life Sciences Vision set out the future direction of genomics in the UK which is supported through the NHS Genomics Programme.

To achieve these commitments, NHS England and NHS Improvement has invested heavily in genomics over the last ten years. This has been realised through the NHS contribution to the 100,000 Genomes Project and in the significant investment in the commissioning of the NHS Genomic Medicine Service (GMS) including providing Whole Genome Sequencing (WGS) for appropriate clinical indications.

In 2018 NHS England launched the NHS Genomic Medicine Service to support standardised, high quality and equitable access to genomics across the NHS in England. The NHS Genomic Medicines Service includes:

- a national genomic laboratory network made up of seven NHS Genomic Laboratory Hubs (GLHs) who carry out the testing across the country;
- a National Genomic Test Directory, outlining the genomic testing mandated to be delivered by the genomic laboratory network;
- national WGS provision, and the underpinning data and informatics and analytical infrastructure, secured in partnership with Genomics England;
- an integrated clinical genomics service inclusive of genomic counselling;
- the NHS GMS Research Collaborative to support the advancement of genomic research and technological adoption;
- a national network of seven NHS GMS Alliances, providing multi professional clinical leadership to support equity of access and systematic embedding of genomics in end to end clinical pathways and across clinical specialities; and
- national oversight, coordination and commissioning through the NHS England and NHS Improvement Genomics Unit.

The National Genomic Test Directory (Test Directory) sets out the testing available through the NHS Genomic Medicine Service and the eligibility criteria for accessing testing. The Test Directory is updated annually, with a fast track process in place to support applications which are identified as requiring more urgent review than through the annual update.

Professor Dame Sue Hill is Senior Responsible Officer (SRO) for the genomics programme, which oversees implementation of the service. A Genomics Unit has been established in Specialised Commissioning to support ongoing day to day activities.

For more information about the Genomics Unit see the [NHS England website](#).

Genomics Test Evaluation Working Groups

To support the annual update to the [National Genomic Test Directory](#), NHS England convenes three working groups, which will report to the Chair of the Genomics Clinical Reference Group. The working groups are for:

- Rare and inherited disease
- Cancer
- Pharmacogenomics

The working groups support the process for updating the National Genomic Test Directory including:

- reviewing proposals submitted for new clinical indications to be added to the Test Directory;
- reviewing proposals for amendments to tests already listed in the Test Directory; and
- to ensure that the National Genomic Test Directory is kept in line with current evidence, and that where appropriate, tests are removed if they are superseded or no longer relevant for clinical care.

Key responsibilities of PPV Partners on the Test Evaluation Working Groups

PPV partners bring important lived experience, perspective and challenge into the Working groups and help to ensure that decisions about which tests to commission (or decommission) are taken in a fair and transparent way which ensures the needs of all patients are met.

The role of the PPV partner is to:

- Ensure that the working group considers and prioritises the service user, patient, carer and family perspective when making decisions about updates to the directory.
- 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 National Genomics Test Directory and the role it plays in ensuring equitable access to tests throughout the country.
- Review and comment on proposals for changes to the test directory.
- 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.

Skills and experience required for the role of PPV Partner

- Constructively challenge, influence and help the group in its work to update the directory.
- Bring independent judgement and experience from a patient and citizen perspective.
- Be well organised, self-motivated and able to attend meetings as and when required, sometimes at short notice.
- Personal integrity and commitment to openness, inclusiveness and high standards.
- Bring knowledge and understanding of the use of genomic testing and of patient experience relating to cancer.
- Ability to understand and evaluate a range of information and evidence (experience in reviewing scientific, clinical and or qualitative evidence relating to genomic tests is desirable).
- 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).

Time commitment

- You will be required to attend meetings as required by the group and these will generally take place during working hours.
- Test Evaluation Working Groups meets approximately once every 2 months however there will also be ad hoc meetings at certain points in the year when the directory is due to be updated (and it is likely that during these periods that the time commitment will be greater).
- The working group may need to meet at short notice, for example if an urgent decision needs to be taken on a proposed new test. However, it is more likely that working group meetings could be held virtually by webinar or teleconference than for the other groups which are larger.
- 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.
- Pre meeting documentation will be circulated by the Genomics unit in advance of any meetings for pre reading.
- Prospective applicants should also be aware that many of the meeting documents and work programmes will be complex, however the Genomics Unit will support PPV partners in reviewing this information by arranging pre meeting briefings where required.

Support for PPV Partners

- NHS England will require new PPV partners to attend an induction. This 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.
- There are a range of [learning and development opportunities](#) available to PPV Partners, details can be found on the Involvement Hub.
- Completion of several mandatory training courses will be required.

Reimbursement and expenses

Reimbursement of out of pocket expenses incurred in line with NHS England and NHS Improvement's PPV Expenses Policy. Expenses usually cover travel, and/or any subsistence requirements that arise. PPV partners should highlight any barriers to participation - please email england.voice-crg@nhs.net to discuss any support requirements that you might have.

There will be an honorarium available to claim of £75 per half day and £150 per full day (for those people not representing or supported by an organisation) covering travel time, attending the quarterly meetings and pre-reading for an estimated time commitment of a maximum of 24 days per year.