**Application information pack Dental System Reform Patient and Public Group for PPV Partners**

**Introduction**

Thank you for your interest in becoming a Patient and Public Voice (PPV) Partner 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 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.

Please note the closing date for applications is **31st January 2023**.

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 does attract 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 paymentsthrough 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](https://www.england.nhs.uk/publication/working-with-our-patient-and-public-voice-partners-reimbursing-expenses-and-paying-involvement-payments/) and the [PPV Partners Policy](https://www.england.nhs.uk/publication/patient-and-public-voice-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 complete and return the following accompanying documents:

* Application form
* Equal opportunity monitoring form

You can either return these documents by email **england.dentaloptoms@nhs.net** or alternatively by post **Dental & Optometry Team – Primary Care Group,** **Wellington House – 3rd Floor, 133-155 Waterloo Rd, London, SE1 8UG**

If you would like support to enable you to apply for this role, and/or information in another format please contact **england.dentaloptoms@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 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** (unless otherwise specified). If you do not receive an acknowledgement within **2** days, please get in touch.
2. Applications will be shortlisted by a panel, including members drawn from the following groups: Dental & Optometry Team; Primary Care & Personalised Care Team BAME Reference Group
3. Applications will be assessed against the skills and experience required. Selection will be made on the basis of the content of the application form.
4. Interviews will take place via teleconference on the **week commencing 13th February 2023**.
5. Please note that two references will be taken up for successful applicants before involvement can commence.
6. 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 **england.dentaloptoms@nhs.net.**

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

Dental System Reform looks to bring reforms to the NHS dental contract which seek to address the challenges associated with delivering care to higher needs patients and making it easier for patients to access NHS care.

These reforms represent the second stage of significant change to the contract since its introduction in 2006, following the first stage of changes introduced following discussions with the sector and British Dental Association over the course of 2021 and 2022, after NHS England was asked by the government to lead on the next stage of dental system reform in March 2021. The next stage of these reforms have been developed following months of further engagement with stakeholders and the profession over the latter half of 2022.

Six aims were agreed with the profession as part of this process, specifically that any changes should:

1. Be designed with the support of the profession

2. Improve oral health outcomes

3. Increase incentives to undertake preventative dentistry, prioritise evidence-based care for patients with the most needs and reduce incentives to deliver care that is of low clinical value

4. Improve patient access to NHS care, with a specific focus on addressing inequalities, particularly deprivation and ethnicity

5. Demonstrate that patients are not having to pay privately for dental care that was previously commissioned NHS dental care

6. Be affordable within NHS resources made available by Government, including taking account of dental charge income

To support the wider engagement for these dental system reform we are looking to recruit 5-10 Patient and Public Voice (PPV) Partners to engage with, evaluate and feedback on the contract reform we’re looking to implement for Dental System Reform from 23/24 onwards. This engagement will allow public and patient voices to have a voice and be involved in shared decision making, shaping the contract reform, and ensuring it addresses patient concerns around the contract and access NHS dentistry in general.

**Role of the group / committee**

Following the initial engagement with dental professionals and stakeholders from across the sector, we are looking to introduce a Dental System Reform Patient and Public Group. This will involve regular (every 2-3 months) meetings with the PPV’s to gain their insight and feedback on the contract reform initiatives we’ve developed from initial discussions (focus groups) with other stakeholders. This will allow us to understand how patients feel these initiatives and contract reforms will address their concerns around access and NHS dentistry, and support us to tailor current and future policy, based on their input.[and include the Terms of Reference as an annex if appropriate].

**What is the role of PPV Partners on the group?**

PPV representation will bring important views, perspective and challenge into the Dental System Reform Patient and Public Group. 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.

**Skills and experience required for this role**

* Experience of speaking in large groups.
* Interacting with multiple stakeholders at senior management level.
* 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.

**Time commitment**

* Membership of the group/committee is for **12** months initially, at which point membership will be reviewed.
* You will be required to attend meetings approximately every **10** weeks. Meetings will usually take place via Microsoft Teams**.**
* Meetings will normally last for 2hours.

**Support for PPV Partners**

* NHS England ask 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 **Natasha Hardicre**
* 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 to PPV Partners, details can be found on the Involvement Hub.

**Advice if you receive state benefits**

