**Application information pack for Lived Experience Partner for the National Imaging Board and National Imaging Workforce Group**

**Introduction**

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

NHS England 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 join the National Imaging Board and National Imaging Workforce Group as a Lived Experience Partner.***

The closing date for applications is **End of day Wednesday 31st May 2023**

These posts do attract an involvement payment as per policy and are paid as a Role 4 Patient Public Voice (PPV) Partner. NHS England 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 a Lived Experience Partner involved in the Imaging Transformation project work, you will be paid through the NHS England 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 mostly 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.imageservices@nhs.net**

If you would like support to enable you to apply for this role, and/or information please contact: **england.imageservices@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.

1. Applications will be shortlisted by a panel, including a members drawn from the **National Imaging Board and National Imaging Workforce Group, Experience of Care Co-production Programme and a lived experience partner.**

1. 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.

1. **Interviews will take place via Microsoft Teams in the week beginning** Monday 12th June 2023

1. 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'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 **alexandra.cook13@nhs.net**

**Background and Context**

Over 85% of patients will have a diagnostic imaging test at some point of their diagnosis, treatment and recovery. Diagnostic Imaging includes a wide range of modalities, the main ones being X-ray, Magnetic Resonance Imaging (MRI), Computerised Tomography (CT scans) and Ultrasound.

We aim to improve and transform diagnostic imaging services across England to ensure patients receive the right care, at the right time, so that patients receive a faster diagnosis and treatment.

To address these challenges, [The NHS Long Term Plan](https://www.longtermplan.nhs.uk/wp-content/uploads/2019/08/nhs-long-term-plan-version-1.2.pdf) committed the NHS to establishing imaging networks across England by 2023.  The [National Imaging Strategy](https://www.england.nhs.uk/transforming-imaging-services-in-england/) outlined the main drivers for change and how the formation of a networked approach will maximise existing capacity, improve access to specialist opinion and make efficiencies and economies of scale. [NHS evidence](https://nhsproviders.org/new-care-models-harnessing-technology/case-study-east-midlands-radiology-consortium) supports this strategy in that, networked imaging services are intended to increase both quality and efficiency of service for patients, making these services more resilient and sustainable.

Workforce is our highest priority and our most valuable and important asset, as well as our biggest challenge (both numbers and skills). The Richards Review, [Diagnostics: recovery and renewal (2020)](https://www.england.nhs.uk/wp-content/uploads/2020/10/BM2025Pu-item-5-diagnostics-recovery-and-renewal.pdf) recommends that an extra 4,000 diagnostic radiographers, 2,000 radiologists and 220 physicists, in addition to several other imaging workforce groups, are needed to service demand and to enable the development of networks and community diagnostic centres.

We aim to transform imaging services across England through engaging with a wide group of stakeholders including for example, professional bodies, industry, NHS England regional diagnostic teams, Imaging network leads, integrated care boards and NHS trust’s managers as well as the patient voice.

**Role of the National Imaging Board**

The purpose of the National Imaging Board is to provide broad-based, expert advice to the Imaging Transformation Programme leadership team and wider NHS England Diagnostic Programme.

Objectives of the National Imaging Board include:

* Support the successful implementation of the national strategy for imaging and the Richards Review, including the establishment of imaging networks.
* To identify the requirement for, and develop, supporting materials (data, guidance etc) to facilitate the successful implementation of the National Imaging Strategy.
* To review national policy proposals for change within Imaging services.
* To receive reports from other clinical policy teams within NHS England to enable discussion about impact and transformational requirements in imaging services to support wider ambitions
* To ensure alignment between the Imaging-related activities between the different Arm’s Length Bodies comprising the “NHS family”.
* To provide clinical input and advice to the National Speciality Advisor and Head of Imaging Services Transformation.
* To support the drafting of clinical guidance in response to emergency and changing situations, as and when they occur e.g. Covid 19.

**Role of the National Imaging Workforce Group**

The purpose of the Imaging Workforce Group is to provide clinical and strategic advice/direction related to Imaging workforce issues and to drive forward programmes of work and actions in support of the expansion and reform of Imaging services in the NHS. The Imaging workforce group is one pillar that forms the national diagnostic workforce group.

Specific outputs for the Imaging Workforce Group include:

* Establishing a clear view of workforce requirements to deliver the increase in activity within Imaging.
* The development and enhancement of education and training programmes to expand the Imaging workforce.
* Drive actions to deliver better and more flexible use of the existing imaging workforce.
* Identifying the short, medium, and long-term workforce requirements that will be needed to expand the imaging workforce and feed into national strategic planning processes.
* Identifying and building up regional workforce solutions already in place/in development.
* Considering the impact on service delivery of increasing training numbers/initiatives and resourcing new diagnostic service delivery models.

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

Lived Experience Partner will bring important views, perspective and challenge into the **National Imaging Board and Imaging Workforce Group.** These roles are essential in championing ‘lived experience’ of the people who use our diagnostic imaging services and their carers. Ensuring that their needs are met through the outcomes of the programmes.

* To ensure that the National Imaging Board and National Imaging Workforce Group considers the patient voice in development and implementation plans.
* Ensure that nationally the programme is built on diverse voices form a wide range of people, communities and networks.
* Champion and advocate for increasing lived experience and public awareness of imaging services and the achievements nationally.
* An active member of the meetings and feedback on key documents and developments.
* To complete any reading/actions in between the regular meetings.
* To input into key decisions made by the Imaging board’s.
* To be an active team member, working in partnership with the national imaging transformation team.

**Skills and experience required for this role**

**Essential criteria:**

* Lived experience as a person and/or as a carer (family member/ unpaid carer) who uses or has used diagnostic services extensively.
* Good understanding of, and commitment to, equality and diversity and health inclusion.
* Confident and able to actively participate in strategic discussions.
* Understand confidentiality and is committed to maintain this.
* Ability to work collaboratively and constructively.
* Effective communication skills including active listening, with good interpersonal skills.
* Self-awareness and an ability and desire to develop collaborative working relationships with a range of stakeholders and peers.
* Experience of working with multiple stakeholders at strategic level.
* Experience of representing people who use our services, carers and their communities.

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

**Desirable criteria:**

* Understanding of current initiatives within diagnostic imaging.
* Understanding of the transformation of diagnostic services as a whole in NHS England.

**Time commitment**

* You will be required to attend least one National Imaging Board every 6 weeks and one National Imaging Workforce Group every month, however this may change due to terms of reference for each board.
* Meetings will take place virtually on Microsoft Teams.
* Meetings will normally last between **1.5 to** **2 hours** and there will be an expectation for pre or post meeting actions which may include reviewing documents, with a **4 hour total commitment** unless agreed otherwise.

**Support for National Imaging Transformation Lived Experience Partners**

* NHS England ask that all new Lived Experience Partners complete an interactive online induction session as per PPV policy. This is a webinar which lasts an hour and will provide some background information to NHS and the work that we do, as well as wider support available to PPV Partners.
* You will have an induction session with the Imaging transformation team.
* Have a supportive network within the imaging transformation team.
* Meeting documents, and if necessary, pre-meeting briefings will be provided in advance.
* 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
* 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 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 the National Imaging Board and National Imaging Workforce Group**

**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 join the National Imaging Board and the National Imaging Workforce Group as a 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 **Wednesday 31st May 2023**

Please complete and return this application form, along with the **Equal Opportunities Monitoring Form** to: **england.imageservices@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? (ESR Assignment numbers)**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:** |
| **Please tell us your experience as a patient and/or a carer in diagnostic imaging services:** |
| **What is your understanding of the key areas for imaging and diagnostics to improve for patients?** |
| **Please tell us about a time where you have participated in discussions in a large stakeholder group:** |
| **Please tell us about any experience or skills you have which would support your application. You should refer to the Essential and Desirable section of the information pack:** |
| **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).** |

**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.imageservices@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 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.imageservices@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.imageservices@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 you?**

* Female
* Male
* Non-binary
* Prefer to self-describe
* Prefer not to say

**Is your gender identity the same as the sex you were registered 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.imageservices@nhs.net