

Role Description

ROLE TITLE: PathLAKE Access Committee Patient & Public Representative

ACCOUNTABLE TO: PathLAKE Access Committee, PathLAKE Data Management Committee, PathLAKE Steering Committee

PathLAKE Access Committee Patient & Public Representative

Role Description

The purpose of the patient and public representative is to provide PathLAKE a lay perspective and opinion on all activities carried out by PathLAKE at University Hospitals Coventry & Warwickshire NHS Trust (UHCW).

All members of the committee are required to:

- Read, digest and provide constructive feedback on research project applications requesting data from the PathLAKE Data Lake.
- Uphold UHCW's values and ensure that the obligations to members and other stakeholders or clients are met.
- Keep up to date on developments in their particular area of expertise (see below) and share insights with fellow committee members.
- Promote PathLAKE's aims and objectives to organisations and individuals in the wider health and social care community.

Meetings

- The PathLAKE Access Committee meets quarterly by video or teleconference to provide a strategic overview of PathLAKE business and receives and reviews applications for access to data and images from the PathLAKE Data Lake.
- Work may be conducted between meetings, primarily by email and telephone
- If the Chairperson is unable to attend, the remaining members present shall elect one of their number to chair the meeting
- Minutes of each meeting will be made available to the committee membership within 1 month of the meeting
- PathLAKE will reimburse patient and public members for appropriate standard travel costs.
- The Term of Office for members will be 2 years, with a review at the end of the first year. All members will have the option to continue or leave the PathLAKE Access Committee at any time.



Person Specification

Desirable knowledge

- Current experience/working knowledge of health and social care information provision and/or dissemination and the national/international healthcare information agenda in general.
- General experience of working in the field of health information and/or communication with specific expertise in one (or more) of the above domains.
- Experience in a healthcare environment as a professional, patient or carer.
- Experience of working in a patient and public involvement group.
- Experience of being a Chairperson or Vice-Chairperson.

Desirable skills

- The ability to listen, analyse, think clearly and creatively, work well with people individually and in a group.
- Exhibit creative thinking and a partnership approach to working.
- Willingness to prepare for and attend committee meetings, ask questions, take responsibility and follow through on given assignments and develop certain skills (if you do not already possess them).
- Attributes: honesty, sensitivity to and tolerance of different views, friendly, a responsive and patient approach, ability to build community skills and disseminate information, personal integrity, a developed sense of value, concern for the development of the PathLAKE and, importantly, a sense of humour.

Committee Membership

The individual members bring to the committee their thoughtful, honest and unique perspectives data-based research and will comprise lay members and key personnel from the PathLAKE consortium. The PathLAKE Access Committee membership comprises:

- Chairperson (lay)
- Representatives from NHS Trusts contributing data to the Data Lake (including Oxford University Hospitals, Nottingham University Hospitals, UHCW NHS Trust, Belfast Health and Social Care Board)
- Patient & Public Representative(s)
- Representative from academic institution(s)



CONTRACTUAL RESPONSIBILITIES:

- **CONFIDENTIALITY:** The post-holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Service business.
- Have access to a personal computer with safe and secure internet connection.
- To declare any conflicts of interest relating to applications for access PathLAKE to the PathLAKE Project Officer.

N.B. The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post-holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post-holder in the light of service needs.

Name of Post-holder

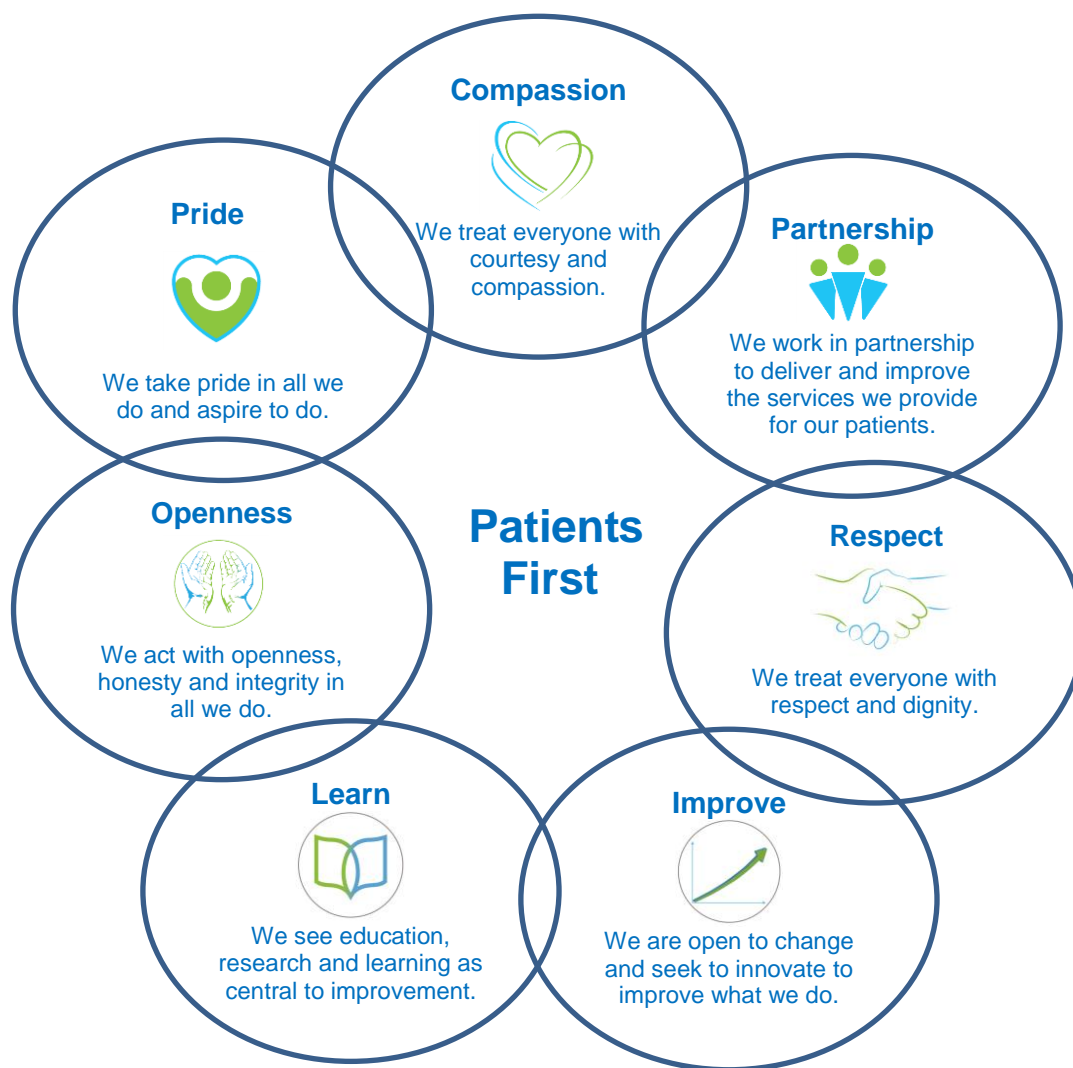
Signature Date

Name of Manager

Signature Date



Our Values



Our values in action

We live our values in action in our work with patients, visitors and colleagues.

Some of the things you will see include UHCW staff:

- ✓ Being polite and introducing ourselves to everyone we meet
- ✓ Treating everybody as individuals and respecting their needs
- ✓ Being approachable, caring and helpful at all times
- ✓ Communicating openly with patients, visitors and colleagues, respecting confidentiality and privacy
- ✓ Taking the time to actively listen and understand individual needs
- ✓ Being open and honest
- ✓ Having honest conversations at all times
- ✓ Acknowledging that we don't always get it right
- ✓ Speaking out when we see things aren't right and supporting others to do the same
- ✓ Giving praise and saying thank you for a job well done
- ✓ Celebrating and recognising personal, team and organisational achievements
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services
- ✓ Actively working with patients and visitors to improve services
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Taking personal responsibility for our own learning
- ✓ Keeping up-to-date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things
- ✓ Taking opportunities to learn with and from others
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Sharing learning with others
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues

