

## Role Description

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**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 .....

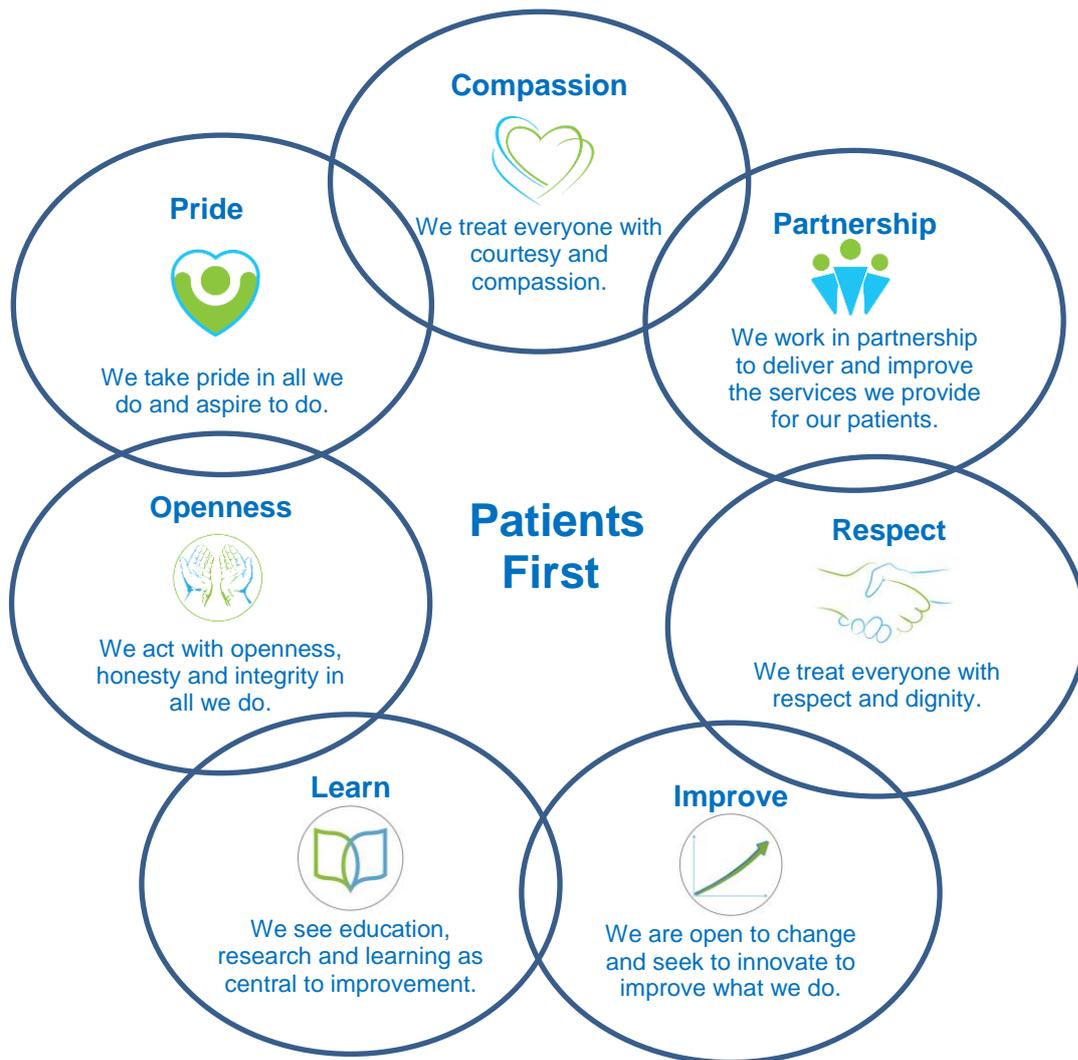
Signature ..... Date .....

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

