

Appendix A - Role Profile

East of England Stroke Patient and Carer Assurance Involvement

Key Terms

ISDN – Integrated Stroke Delivery Networks

ICS – Integrated Care Systems

EoE – East of England

PPV – Patient and Public Voice



Introduction

The East of England Integrated Stroke Delivery Networks (**ISDNs**) want to put **people affected by stroke** at the heart of everything we do.

Within the East of England (EoE) there are **two ISDNs** made up of stakeholders that are part of **six integrated care systems (ICSs)**.

- **EoE North ISDN:**
 - Cambridgeshire and Peterborough ICS
 - Norfolk and Waveney ICS
 - Suffolk and North East Essex ICS
- **EoE South ISDN:**
 - Bedfordshire, Luton and Milton Keynes ICS
 - Hertfordshire and West Essex ICS
 - Mid and South Essex ICS

ICSs are **partnerships** that bring service providers and commissioners of NHS services **together** to **collectively plan** health and care.



What are we planning to do?

To achieve this, we are **creating** an East of England **Stroke Patient** and **Carer Assurance Group**. Giving people affected by stroke at any age, their carers and people at risk of stroke the opportunity to **contribute** to our **work**.

We want to **listen** to people affected by stroke to make sure the work we are doing is **right** for them.

When we say involvement, we mean:

- Doing things **with** people with **lived experience** and those caring, rather than **to** or **for** them.
- This means **stroke survivors** and **carers** have a **voice** in **conversations** and **decisions** that **affect** them. They are seen as the **experts**.
- Giving people affected by stroke a **say** in our **decision making** and involves them in activities which directly **influence** our work.

When we say assurance, we mean:

- That the work we are doing provides **confidence** to our **governance board** that the work is **on track** to **deliver** the intended **benefits**.



Who we want to involve?

Patient and carer involvement will help **shape improvements** in stroke care.

- Involving **stroke survivors**, of all ages in discussions and decisions about stroke care is essential for developing stroke services that meet the needs of people affected by stroke including their **families** and **carers**.
- **People at risk of stroke** should be **represented** ensuring the full pathway of care from **cardiovascular disease (CVD) prevention** onward is represented.
- **Under served** groups and **communities** should be **represented** to ensure **views are inclusive** and **wide reaching**.



Type of roles and requirements

We are looking to **recruit** a maximum of **twelve patient** and **carer** representatives who have been affected by stroke from across the region.

There **will be** a **Chair and Vice-chair** for the group.

All twelve representatives will need to attend **six meetings** per **year** (bi-monthly) and each **meeting** will last approximately **2 hours**.

There will be approximately **30 minutes** of **pre-reading** of papers before each meeting.

Meetings will be held on **Microsoft Teams**.

The **roles** will be for a period of **12 months** when there will be an opportunity to **review** the **membership** and extend for a further 12 months.

If any patient or carer should **require** any **reasonable adjustments** to be made to attend meetings or to read through papers, they must **discuss** their specific **requirements** with the ISDN management team at the **time of appointment**, who will endeavour to assist.

You can **apply** for **both** the **unpaid** and **paid roles**.

Figure 1 shows how the **EoE Stroke Patient and Carer Assurance Group** will feed into the **ISDN Boards** and the wider stroke patient involvement groups and vice versa.

ISDN governance arrangements

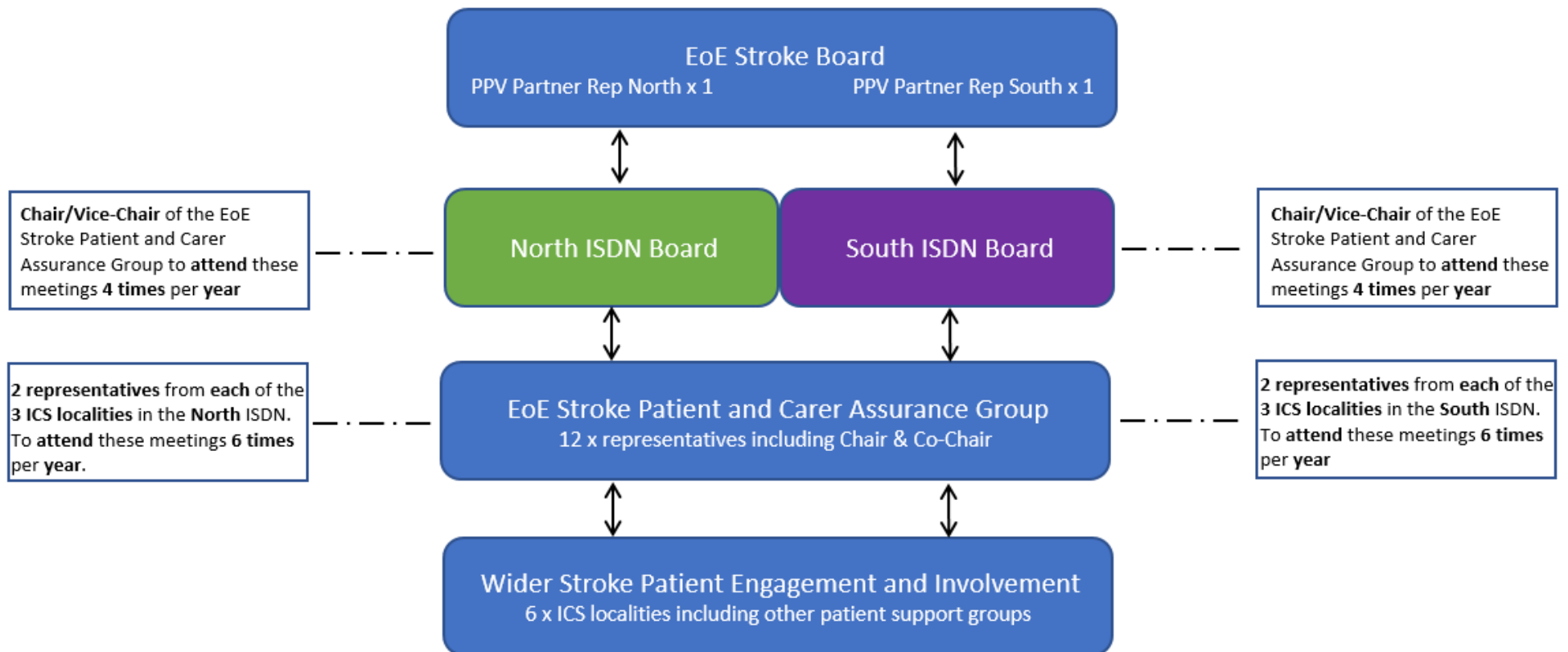
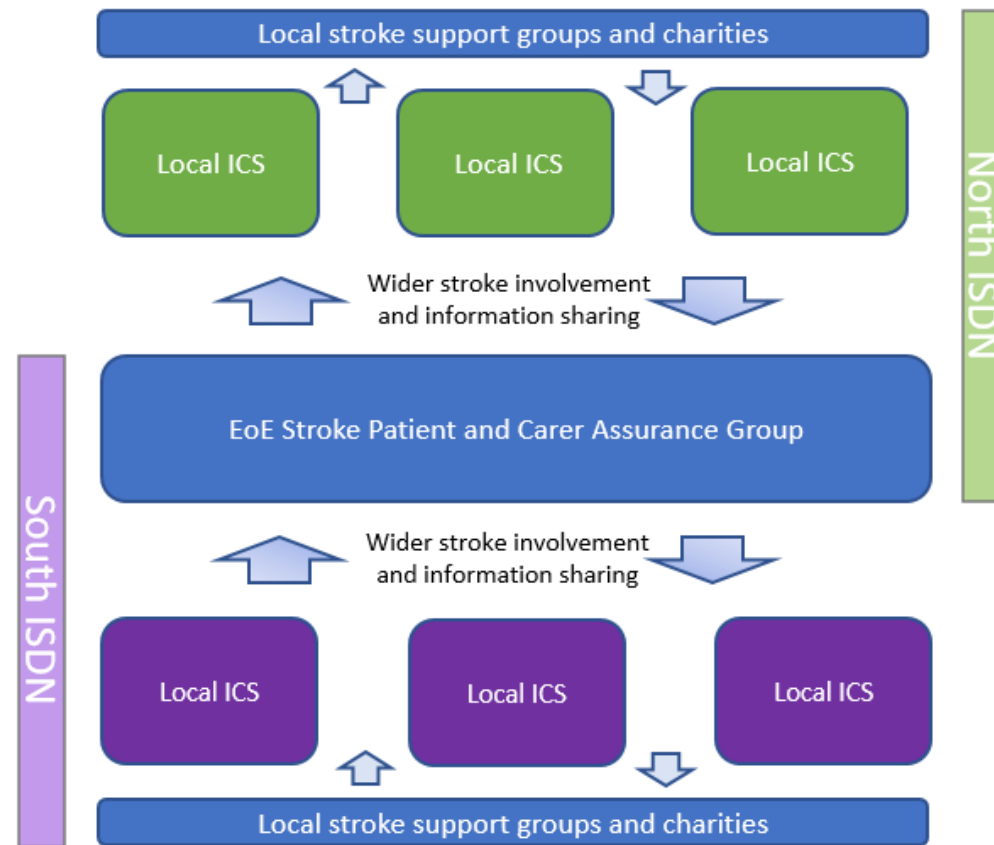


Figure 2 shows the **wider stroke patient involvement groups** linked to **ICS systems** and their **local communities** that the EoE Stroke Patient and Carer Assurance Group will be expected to **link up** with to enable **clear paths of communication and information sharing**.

Wider stroke involvement and local support groups





Responsibilities

Chair and Vice-Chair roles

The **Chair** will be **responsible** for setting the agendas and **chairing** the group **meetings**. The role will be **paid £75** per Stroke Patient and Carer Assurance Group **meeting attended**.

In addition, the **Chair** will be **responsible to attend two ISDN board meetings, four times a year** (consecutive days for approximately 1.5hrs each days) and will be **paid £75** per ISDN board **meeting attended**.

The **Vice-chair** will be responsible for **co-chairing** the group in the **absence** of the **Chair** including attendance of any ISDN board meetings. This role will reflect the same payment when standing in for the Chair.

The **patient** and **carer** representative roles will be **unpaid** but **reasonable** out of pocket expenses will be **covered**, if necessary.

Additional responsibilities for the Chair and Vice-Chair

- **Attend** the **quarterly ISDN Board meetings** for the **North & South**. These will be virtual (IT support can be provided).
- **Facilitate** the **discussions** at board meetings and ensure all members views are listened to and heard.

- **Update** the **ISDN Board** on the outcomes of the EoE Stroke Patient and Carer Assurance group meetings.
- **Update** the **patient** and **carer assurance group** on the actions of the ISDN Boards.
- **Invite members** of the **ISDN Board** to the EoE Stroke Patient and Carer Assurance group as and when appropriate. This will enable the group to keep **up to date** with developments in all areas of the ISDNs work.
- **Inform** and **support** where necessary the ISDN management team and the Stroke Association engagement lead in relation to **engaging** with the **wider community** of people affected by stroke in the work of the ISDNs.
- Ensure agendas, minutes, topics, **papers** for each meeting are **shared** one week before each meeting and **members** are **de-briefed** if support is required **after** each **meeting**.

All representative roles

- Participate in the EoE Stroke Patient and Carer Assurance group meetings **six times** a **year**. Each meeting will last approximately **two hours**. The meetings will be **virtual via Microsoft Teams** links (IT support can be provided).

- To be **actively engaged** with other people affected by stroke to keep well **informed** of what is important to them. This could be through **local stroke support groups** that you may be a member of or that you can **engage** with.
- **Scrutinise** the **ISDNs work** to ensure that it is based on what is **important** to people **affected** by stroke and includes appropriate **plans** for **patient** and **carer involvement**.
- **Inform** and **support** the ISDN's **patient** and **carer** involvement **activities**, helping to ensure that **appropriate** and **effective** practices are used.
- **Review documents** between meetings and **provide feedback**.
- To **self-manage** as a functioning group by providing **peer support** to each other through encouragement and knowledge sharing, offering support and guidance, sharing resources and assistance.

Carer role

- Carers should have **experience** of **living** with or **caring** for someone **affected** by **stroke**. This role will be unpaid but reimbursement for reasonable out of pocket expenses such as travel will be available.



We are looking for people who

- Have **experience** of **stroke**; this could be personal experience or through supporting a family member/friend.
- Have an **awareness** of the **health** and **social care** system.
- Are able to **listen** closely and learn from other stroke survivors and carers (with support if needed).
- Have the ability to **distinguish** between **personal views** and those of **others** affected by **stroke**.
- Are able to **think strategically**.
- Are **interested** in **improving health care**.
- Can **read** and **absorb complex information** (with support if needed).
- Can confidently **participate** in **group discussions** and listen to and respect differing opinions.
- Are **comfortable** with **asking** and **answering** questions.
- **Live** within the **East of England** and the **six localities**.

What we can offer for you

- The **opportunity to work on regional (East of England) improvements** to stroke care and treatment.
- **Support, guidance and training** to carry out your role effectively. This includes ensuring additional support or adjustments are provided, particularly for people with aphasia to ensure involvement is accessible to all.
- **Reimbursement** for reasonable **out of pocket expenses** such as travel.
- For the **Chair and Vice-chair** of the group - a payment of **£75** for **every Assurance Group meeting** they **chair**, and ISDN Board meeting **attended**.



Interested in applying?

If you are interested in any of the roles, and you would like to know more, or need **support to complete your application**,

please contact:

Dawn Monaghan-Patel - Quality Improvement Manager, North ISDN, East of England

By emailing: england.eoestroke@nhs.net

Mobile: 07900 712983

Or

Louise Hornagold – Stroke Association Engagement Lead, East of England

Email: Louise.Hornagold@stroke.org.uk

Mobile: 07983 342638

If you would like to apply for the role, **we would love to hear from you.**

The **deadline** for applications is by **midnight** on **Monday 21st March 2022.**

Applications will be subject to a reflection period. This means we will aim to interview by the specified date but this may be subject to change. Any applications received by the agreed deadline date will be part of the original pool of applications if interview dates should have to change.

We will be conducting **virtual interviews** using Microsoft Teams between **11th April and 22nd April 2022.**

Please **complete** the **form** (Appendix A) **below** and **email this** to: **england.eoestroke@nhs.net** FAO Dawn or Louise.



East of England
ISDNs North &
South

Appendix A – Application Form

East of England Stroke Patient and Carer Assurance Involvement Group

Name
Email address
Phone number
Postal address
Please indicate which role you are applying for: Chair <input type="checkbox"/> Vice Chair <input type="checkbox"/> Patient representative <input type="checkbox"/> Carer representative <input type="checkbox"/>
What impact has stroke had on you?

Why are you interested in this role?

Please tell us why you would be a good fit for the role? Please refer to the role profile and give specific examples of your skills, experience and knowledge in any work, volunteering or personal commitments.

Is there any support you'll need from us to take on the role?

Please note this will only be used for information to support you should you take on the role and will not be taken into consideration in the recruitment process.

Any additional comments

Please email the form to: england.eoestroke@nhs.net

Thank you!