

**Role description for Patient and Carer Network
Forum member**

CONTACT DETAILS	
Contact details for the patient involvement unit (PIU)	All applications for PCN positions to be emailed to piu@rcplondon.ac.uk
SCOPE	
Title of role	Patient and Carer Network (PCN) Forum member.
Role Context	<p>The PCN</p> <p>The RCP set up the Patient and Carer Network in 2004. The network is a group of over 80 patients, carers and members of the public from across England and Wales. Members of the PCN (Forum and Community members) volunteer their time to help make sure the RCP's work is based on what patients need. PCN members work with the RCP to:</p> <ul style="list-style-type: none"> • Provide a patient, carer and/ or public perspective to support the work and strategy of the RCP • Identify and bring the views, interests and concerns of patients and carers to the RCP with a view to informing and influencing RCP activity, policy and strategy • Support the RCP to find solutions and strategies to improve the care of patients and the health of the population <p>The PCN is supported by the RCP's patient involvement unit and is steered in its work by a Liaison group made up of the Chair and three PCN members, with the RCP Patient Involvement Officer and RCP Patient Involvement Adviser in support, who help plan, steer and review the work of the PCN.</p> <p>The PCN works within its own Terms of Reference and work plan, which the chair, Liaison Group and PIU staff are responsible for updating.</p>
Role Description and Expectations	<p>This is a voluntary position - All out of pocket expenses will be reimbursed by the RCP</p> <p>Forum members of the PCN are recruited to drive and support patient and carer involvement at the RCP. As a Forum member you will contribute the patient and carer perspective to health debates within the RCP, helping to shape the future of healthcare across the UK. This is primarily done through face to face and remote involvement in RCP committees, working groups, boards and projects.</p> <p>You will work with PCN members to make sure the patient and carer perspective and experience shapes and influences RCP's messages, policy priorities and activities. Opportunities for this will take place at quarterly PCN workshops in London or Liverpool.</p> <p>When and where appropriate you will support teams across the RCP to champion patient involvement and engagement, to ensure that patients' perspective is embedded in the breadth of the RCP's work. This will include direct involvement in a range of RCP projects.</p> <p>There will be occasions where PCN Forum members are asked to represent the</p>

	<p>PCN at external events.</p> <p>The RCP aims to support volunteers to be involved as and when you are available however, Forum members are expected to:</p> <ul style="list-style-type: none"> • Attend three PCN workshops per year • Pro-actively engage in activities and involvement opportunities sent by the PIU that supports and influences RCP activity, policy and strategy • Respond to communications as a way of assuring the Liaison Group and PIU of their continued engagement and involvement • Provide regular feedback to Liaison Group Members • Act as PCN ambassadors * • Represent a patient and carer voice from their specific area of focus * <p>*Members may need to clarify which of the above roles they are delivering in relation to specific discussions and involvement opportunities. Both roles are highly valuable, but in the interests of transparency, Forum members may need to specify if they are speaking from a wide PCN ambassador perspective or as an individual from a particular area of focus.</p>
Proposed time in role	<p>Members will be appointed to the Forum for a term of four years.</p> <p>Forum members who have served their term can move into the Community and serve a further five year term. The Patient Involvement Unit and Liaison Group will carry out a regular review as to whether members of the Forum are reasonably fulfilling the conditions which are expected of them.</p> <p>The total term of membership of the PCN should not exceed 10 years.</p>
Location of role	Remote based role with requests to attend committees/events/workshops/focus groups in London and Liverpool

Person Specification		
Experience and interest	Application	Interview
<ul style="list-style-type: none"> • Enthusiasm for improving standards of care by providing the patient perspective. • Demonstrable interest in and experience of healthcare and the NHS. • Experience of advocating for patients and/ or carers at a local or national level <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Experience of representing the views of patients and/ or carers 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Competencies and skills	Application	Interview
<ul style="list-style-type: none"> • Ability to take a balanced, broad view of healthcare issues (rather than only an individual and specific interest) • Ability to work in a mixed group of patients 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

<p>and professionals to take an active collaborative part in discussions</p> <ul style="list-style-type: none"> • Ability to put views across clearly, constructively and sensitively • Ability to listen, read and assimilate information and weigh evidence • Ability to listen to many different perspectives and use these into a collective view • Works with tact and discretion, and maintains confidentiality • Comfortable using a computer 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Ways of working	Application	Interview
<ul style="list-style-type: none"> • Willing to travel to London and Liverpool (travel costs covered). • Has time available to take part in RCP activities and prepare appropriately. 		<p>✓</p> <p>✓</p>