Appointment of patient representative (PR) to the London Cancer Alliance Research Board

Information pack

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1. Background

The London Cancer Alliance (LCA) was established in 2011 as the integrated cancer system across west and south London.

Our vision is to provide equitable, world-class cancer care, improved health outcomes and patient experience for Londoners, delivered through integrated and seamless pathways, based upon national and international standards, research, and evidence.

Our mission is to work collaboratively across the integrated cancer system to deliver safe and effective care, improve cancer clinical outcomes and enhance patients’ and carers’ experience and quality of life.

In June 2009, NHS London and primary care trusts in London agreed that cancer services in the capital should be reviewed. This was based on the acknowledgement that whilst good progress had been made to improve cancer care in London over the previous decade, and many areas of excellence existed within the NHS in London, survival rates could still be improved.

An expert group of 45 clinicians, drawn from a range of clinical specialties, hospitals and cancer networks and a patient panel from across London, helped develop the ‘Case for Change’. The Model of Care, published in January 2011, made a number of recommendations to deliver the Case for Change. The four key recommendations were to:

- improve early diagnosis
- extend local provision
- consolidate specialist services
- establish integrated cancer systems.

In response to these recommendations, the LCA was created as an integrated cancer system for NHS patients across west and south London.

We work collaboratively with 15 NHS provider organisations, as well as two academic health science centres, and the voluntary sector to ensure that the
populations we serve have access to world-class cancer services. Implementing our vision will contribute to reducing variation, improving clinical outcomes and improving the patient experience.

In 2014, it was collectively agreed that research and development would be incorporated to LCA’s programme, to collaborate in world class research and innovation in cancer care. Across the LCA, there are three Biomedical Research Centres (BRC), three Experimental Cancer Medicine Centres (ECMC), and two National Institute for Health Research (NIHR) Local Clinical Research Networks (LCRN).

The LCA Research Board is seeking to appoint a patient representative from London. Candidates will need to have a genuine interest and commitment to improving cancer services for Londoners. The ideal candidate will be a cancer patient and should have recent experience of using cancer services in London (within the last 3-5 years) and ideally participated in a cancer research study or trial. The patient representative will have had Board level experience, be able to reflect and consider patient views/experience throughout all discussion items and be willing to constructively challenge colleagues and peers within the Research Board.

The successful candidates will be expected to apply their skills, knowledge and experience to support the Research Board in formulating recommendations for the improvement of cancer services and patient experience that will drive forward the LCA’s research strategy.

2. About the LCA Research Board

The LCA Research Board will primarily provide research leadership, expertise and oversight across the LCA and its research strategy. The composition of the Board includes senior clinical leads from within the LCA, representation from three BRCs, research network leads, NIHR representation as well as senior clinical representation from the main cancer charity organisations.

The purpose of the Research Board is to work with and advice the Research Director and Manager in order to meet the following objectives:
• Identify areas of unmet need across the patient journey, where LCA-scale research can contribute to improvement in patient care
• Provide research leadership across the LCA
• Represent and promote the LCA at national and international levels developing the reputation of LCA in world class cancer research
• Liaise closely with charities, grant awarding bodies and industry to ensure robust funding for internationally competitive research across the LCA
• Oversee research harmonisation across the LCA to improve the speed and effectiveness of clinical trials opening and patient recruitment
• Ensure that the LCA research strategy is aligned to the regulatory frameworks of national and international regulatory bodies such as the Medicines and Healthcare Research Authority (MHRA), European Medicines Agency (EMEA), and Food and Drug Agency (FDA). Equally important will be to ensure the collaborative working with other research stakeholders within LCA, ie LCRNs, AHSNs, AHSCs, and BRCs

The Research Board is open to public scrutiny and accountability by having its agendas and minutes published on the LCA website, and by having an independent patient voice included in the membership.

3. The role

The patient representative will work alongside all members of the Research Board. The patient representative is expected to demonstrate the highest standards of integrity and commitment, and to use his/her skills and personal experience as cancer patient to:

• provide independent judgement and experience from a patient perspective
• ensure that the patient voice is heard and informs LCA decision making
• provide independent judgement and advice on strategy, vision, performance, resources and standards of conduct in respect of the scope of the Research Board
• constructively challenge, influence and help the Research Board develop strategies in respect of complex research priorities

• engage positively and collaboratively in discussion of agenda items and act as an ambassador for patients and the LCA

• link with other patient representatives across the integrated cancer system

• proactively seek perspectives from both cancer patient/carer organisations, carers, and individuals who have participated in research

• bring important patient views, perspective and challenge into the Research Board to help ensure that research questions around the patient/carer are met through research strategy

• champion the diversity of patient views (not to only represent their own individual experience)

• to act as a champion and advocate for increasing patient and public awareness of the work of the LCA programme, outcomes and achievements.

4. Person specification

Experience required

Patient representative must:

• be a current or past cancer patient with recent experience of using cancer services in London (within the last 3-5 years)

• have completed active treatment one year prior to becoming involved in the work of the LCA.

• have contributed to a cancer research study or trial within the period of cancer diagnosis, treatment and/or follow up.

• have knowledge around the ethics of conducting research in the NHS.
Essential characteristics

- The objectivity to consider health and research issues from an unbiased patient perspective.
- The ability to act independently of any organisation and to look at the broader picture.
- The ability to debate your points in a thoughtful constructive way.
- The flexibility to arrive at shared judgments on a variety of issues and to support the majority decision.
- A keen interest in the NHS and delivery of high standards of cancer research.
- The confidence to work with a wide range of healthcare professionals
- The ability to use standard Windows software; including Word, e-mail and the internet

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<th>Attributes</th>
<th>Essential criteria</th>
<th>Desirable criteria</th>
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<td>Experience</td>
<td>• A record of achieving positive strategic change.</td>
<td>• Experience in contributing to executive/Board level meetings.</td>
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<td>• Recent experience of using cancer services in London within the last 3-5 years.</td>
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<td>• Recent experience of participating in a cancer research during treatment</td>
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<td>Knowledge</td>
<td>• An understanding of public service values and accountability.</td>
<td>• An understanding of how research is conducted in the NHS</td>
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<td><strong>Skills</strong></td>
<td><strong>Values</strong></td>
<td><strong>Knowledge of Good Clinical Practice and research ethics</strong></td>
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| • Ability to work effectively, constructively and collaboratively with senior multi-stakeholder colleagues.  
  • Strong communication skills.  
  • Ability to challenge constructively  
  • The ability to maintain confidentiality. | • Commitment to bringing a patient perspective.  
  • Commitment to linking with the wider networks for cancer patient and public voice members  
  • Commitment to ensuring that the equality and diversity agenda has a high priority in the Research Board.  
  • Commitment to uphold |
the standards of conduct set out in The Seven Principles of Public Life (see Annex 1).

| Personal qualities | • High level of organisation, self-motivation and drive for performance.  
| | • Emotional intelligence and resilience.  
| | • Personal integrity and commitment to openness, inclusiveness and high standards.  
| | • Self-awareness – understands own emotions, strengths and limitations.  
| | • Independence of mind |

5. Terms and Conditions of Appointment

Eligibility

If you have a query about your eligibility in relation to other positions held, please contact Dr Michelle Chen, michelle.chen@nhs.net.

Current NHS employees/contractors are not eligible for consideration. This includes honorary or unpaid medical or dental posts, practising healthcare professionals within the wider NHS including practising GPs, General Dental Practitioners and their employees.
You may not serve on this group if, at the same time, you are:

- a chair or non-executive of an NHS Trust – including NHS foundation trusts, the Independent Regulator of NHS Trusts, and some Special Health Authorities (exceptions include the NHS Litigation Authority, the National Institute for Health and Clinical Excellence (NICE), and NHS Blood and Transplant)

- employed by the NHS - including honorary or unpaid medical or dental posts. There are one or two exceptions in prescribed circumstances

- a practising healthcare professional - including practising GPs, general dental practitioners and their employees and people who have been removed from or suspended from a list of Part II practitioners, in some circumstances.

- a serving Member of Parliament (MP) - including Members of European Parliament (MEPs) and candidates for election as MP or MEP.

Other circumstances:

- People who have received a prison sentence or suspended sentence of three months or more in the last five years;

- People who are the subject of a bankruptcy restriction order or interim order;

- Anyone who has been dismissed (except by redundancy) by any NHS body;

- In certain circumstances, those who have had an earlier term of appointment terminated;

- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986;

- Anyone who has been removed from trusteeship of a charity;

- In most circumstances, Civil Servants within the Department of Health, or members/employees of the Care Quality Commission.
Travel Costs

The patient representative will be reimbursed for standard class travel costs per LCA Research Board meeting attendance.

Time commitment

Research Board will meet twice annually, normally a Thursday in April and October from 2:00pm-4:00pm at the LCA Office in London.

Period of appointment

The successful candidate will be appointed for one year. Extension beyond the initial appointment period may be considered if circumstances require additional continuity. Appointments would not normally be extended automatically but incumbents would be eligible to apply if patient representative positions were re-advertised.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. You should note particularly the requirement to declare any conflict of interest that arises in the course of LCA Research Board business and the need to declare any relevant business interests, positions of authority or other connections with commercial, public or voluntary bodies.

Candidates must also demonstrate that they understand the standards of probity required by public appointees outlined in the ‘Seven Principles of Public Life’. Details can be found in Annex 1.

6. How to apply

The LCA values and promotes diversity and is committed to equality of opportunity for all. LCA positively encourages applications from people from all sections of the community, from all backgrounds and with a broad range of experience. LCA will ensure that your application will be dealt with fairly and that all decisions it makes
about your application will be based solely on merit and on your ability to meet the person specification.

**Submitting an application**

All candidates are required to submit a CV and covering letter outlining suitability for the position to michelle.chen@nhs.net

If you would like to more information about the LCA please refer to our website: [http://www.londoncanceralliance.nhs.uk/](http://www.londoncanceralliance.nhs.uk/)

The LCA must receive your completed application form by the closing date.

Closing date for applications is Monday 23rd of February, 5pm.

**Interviews to be held on Monday 2nd of March, 5th Floor, Alliance House, 12 Caxton St, London SW1H OQS**

**Key contacts**

For any queries about this role, please contact us in the first instance by email: michelle.chen@nhs.net

LCA will answer your query by email if possible, and can also arrange for you to have an informal conversation about the role if appropriate.

**How LCA will handle your application**

LCA aims to process all applications as quickly as possible and to treat all candidates with courtesy.

After the closing date for applications you will receive acknowledgement of receipt of your application by email your application will be assessed to see whether you have the expertise required for the post. LCA will rely on the information you provide in your CV and cover letter to assess whether you have the experience required. Please ensure that you provide evidence to demonstrate how you meet all of the criteria in the essential characteristics and person specification.

The panel will decide which candidates will be invited for interview.
Only shortlisted candidates will be contacted regarding the position. If you have not heard within three weeks of the closing date, please assume you have not been shortlisted for interview. Unfortunately LCA is not able to provide feedback to those individuals who are not shortlisted for interview.

If invited to interview, the panel will question you about your expertise and ask specific questions to find whether you meet the competencies required in the essential characteristics and person specification.

Where a candidate is unable to attend an interview on the set date, an alternative date will only be offered at the discretion of the panel.

Applicants are asked to provide suitable daytime and evening contact details.

Shortlisted candidates will be invited to attend a formal interview on Monday 2\textsuperscript{nd} March in London, for which travel expenses will be paid.

The final appointment will be made subject to satisfactory references.

7. Your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes. When LCA asks you for personal information, LCA promises to:

• only ask for the information that is required, and will not collect too much or irrelevant information;

• ensure you know why LCA needs the information requested;

• protect the information provided and, insofar as is possible, make sure there is no unauthorised access to that information;

• ensure you know what choice you have about giving LCA information;

• only use your information for the purposes you have authorised.

LCA asks that you:
• provide accurate information;

• inform LCA as soon as possible of any changes to the information provided
Annexe 1

The Committee on Standards in Public Life

The Seven Principles of Public Life

1. Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

2. Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

3. Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

4. Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

5. Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

6. Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
7. Leadership

Holders of public office should promote and support these principles by leadership and example.