**Patient and Public Involvement in Undergraduate Medical Education:**

**Medical Education Partners (MEPs)**

**Job Specification**

**Introduction:**

The Medicine Programme (MB ChB) at the Division of Medical Education produces doctors for the NHS that are highly regarded, competent and well equipped for postgraduate training. A key part of our medical student education and training is to support their development and expression of the values set out in the NHS constitution, including care, compassion and respect. The expectation is that our graduates will work with patients and the wider community as partners in health care. A key element is person-centredness in all that our medical students and graduates do.

We have a long-track record of involving patients in the education of our medical students, such as in development of consultation skills and assessment of clinical skills. We have now established the **Doubleday Centre for Patient Experience** (<https://sites.manchester.ac.uk/doubledaycentre/>), which engages with the lived experience of patients, carers and the wider public, in helping us govern, develop and deliver the our MB ChB programme. ‘Patient and Public involvement (PPI)’ is the core to sustaining our partnership model between the public, staff, students and the overall strategy for the MB ChB going forward.

Key elements in our PPI strategy are recruiting, training and involving people as ‘Medical Education Partners (MEPs)’. These MEPS are helping us develop and implement our strategy so that we are able to show that we have a strong partnership with patients and the wider public, which is adding value to the education of our students now and in the future as qualified doctors.

You will be joining an active group of MEPs, who are fulfilling key roles in a number of areas (either alone or in combination). If appointed, you will be encouraged to become similarly involved (depending on your interests and experiences):

**Support of Medical Student Education**

There are a number of key activities in which MEPS play a valuable role:

* MB ChB admissions panels – responsible for recruitment and admission of students to the medicine programme
* MB ChB health and conduct panels – responsible for considering the cases of students with particular difficulties or problems; these might be, for example, health or professional behaviours. At times, students are referred from these panels to the Faculty’s Fitness to Practice Committee
* Participation in teaching and learning with medical students.

**Curriculum Development**

The MB ChB programme is being developed continuously. Sometimes this involves minor evolution, but, at other times, there is a need for major change. MEPS help in curriculum development in a number of roles:

* Participation in impact assessments focused on PPI
* Participation in consultation exercises around curriculum development

**Personal Specification**:

Our group of MEPs are drawn from a wide range of backgrounds (the list below is indicative not exhaustive) and the roles they play are tailored accordingly:

* Patients with a wide experience of the NHS, health and social care.
* Carers with a wide experience of the NHS, health and social care.
* Members of the public that have an interest in medical education
* People with experience of NHS engagement such as with Primary Care Practices, NHS Trusts (e.g. governors) or postgraduate medical education

All MEPs will be expected to demonstrate through knowledge and experience, application or at interview:

* High motivation to engage with, and understand, the education of medical students
* Wide perspective of health care and the purpose of medical education
* Flexibility in engagement with the MB ChB programme
* Good communication skills
* Ability to influence medical education either through engagement with students or programme governance and management
* Commitment to public services values such as probity, objectivity, compassion, equality and diversity, honesty and integrity.

**Induction, Expectations, Requirements and Reimbursement for MEPs**

The MEP will be expected to:

* Engage with the familiarization, training and communication activities provided for MEPs by The Divison of Medical Education
* Participate, as able, with the areas of activity as agreed individually with the PPI strategy leads (e.g. student admission, MBChB governance, curriculum, teaching, learning and assessment activities, curriculum development, health and conduct).
* Engage with review and appraisal of their performance as an MEP

The School will provide:

* Support and mentoring through the Doubleday Centre for Patient Experience
* Certification and documentation of the MEPS involvement with the MB ChB programme, including formal recognition of the role the MEP is playing
* Expenses at a rate of £60 per half day for the MEPs participation in activities.

**Location of meetings and activities**

Meetings will be held predominantly in the Division of Medical Education, Stopford Building, University of Manchester. Members may be asked to attend events outside of the University at one of our partner NHS sites.

**Appointment and tenure**

These are casual appointments and, as such, work during any academic year is based on the needs of the PPI strategy and individual negotiation about suitability and availability.

An MEP will be appointed for 2 years, which, on occasion, might be extended for a further one year. If so, it will be subject to satisfactory appraisal and the needs of the PPI Group. There should be no expectation of extension and the work is casual and ad-hoc. If re-appointed, the total time served in post may not exceed four years.

 **Disqualification for appointment**

There are circumstances in which an individual will not be considered for appointment and these are set out in the University’s policy on recruitment employment of ex-offenders:

http://documents.manchester.ac.uk/display.aspx?DocID=13

Applicants who may be disqualified from appointment include:

* People who have received a prison sentence or suspended sentence (see document listed above);
* People who are the subject of a bankruptcy restrictions order or interim order;
* Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986;
* Anyone who has been removed from trusteeship of a charity.
* Those who have had an earlier term of MEP appointment terminated or have a clear conflict of interest

**Conflict of interests**

The University of Manchester has a very clear principle that the MEP role is to provide a patient perspective and represent lay people recruited from the general public who do not benefit professionally directly or indirectly through their involvement with the medical school.

Most public bodies maintain a register of members’ interests to avoid any danger of members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties. All MEPs are therefore expected to declare any personal or business interest that may influence, or may be *perceived* to influence, their judgment. This might include any relationship with students or University staff including current medical education partners as well as current involvement with the school in any other capacity.

In exercise of its duties, MEPs should ensure that it continues to observe the highest standards of propriety including impartiality, integrity and objectivity.

**Confidentiality**

 An MEP during their employment (except as so far as is necessary in the course of their employment) or afterwards, shall not disclose to any person any information as to the business, dealings, accounts, finances, trading, software, know-how, affairs of the University or of any of the University’s staff, students or prospective students, distributors, firms, or companies otherwise connected with the University.

All information provided to the MEP in relation to their employment or the business of the University or in connection with the University will be treated as confidential. All notes, memoranda, records and other documents of the University shall remain the property of the University and shall be handed over to the University from time to time on request and, in any event, upon the termination of the MEP’s employment.

**Equal opportunities**

We are committed to the principle of appointments on merit with independent assessments, openness and transparency of process and to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status,