**Clinical Data Science Programme**

**Lay Representative Role Description**

# Background

**Clinical Data Science Programme**

Health Education England (HEE) have commissioned the University of Manchester to develop a flexible programme of clinical data science courses in collaboration with the National School of Healthcare Science and clinical partners from The Christie Hospital, to support workforce development plans highlighted in the NHS Cancer programme and NHS Long Term plan. This educational programme will support the development of data science, statistics, machine learning and programming capabilities across the healthcare science workforce and beyond to clinical specialties, leading to a 60-credit postgraduate qualification in Clinical Data Science. There is a diverse group of healthcare professionals who are co-creating the programme content to ensure it’s accurate, relevant and includes the very latest real-world health data challenges.

Lay representation is important for the programme to help embed the appropriate values and beliefs in our students (who are part of the NHS workforce) and to encourage a patient centred ethos in their professional practice. The value that we place on Patient and Public Involvement (PPI) in our programmes is outlined in the PPI Guiding Principles document accompanying this document.

# Role

The role of a lay representative is to provide input to the Clinical Data Science programme by offering a patient and public perspective. Some of the activities that Lay Representatives are involved in include:

* Sharing their story and experiences with learners
* Bringing their experience to learning groups
* Inputting to the creation of learning materials e.g. paper-based, electronic case studies or scenarios, course materials, videos etc.
* Being a partner in student education, assessment and curriculum development with equal input
* Participating in decision making at the institutional level e.g. programme boards etc.

During the Covid-19 pandemic, we have had to diversify the way we deliver teaching and therefore the role of our Lay Representatives has also changed. Please be aware that the role will involve varying levels of engagement through electronic communication e.g. [Microsoft Teams](https://www.microsoft.com/en-gb/microsoft-teams/group-chat-software) and [Zoom](https://zoom.us/). There will be no additional cost to access these services other than access to internet and a compatible device e.g. smartphone, tablet or laptop.

# Person Specification

## What skills, experience and attributes are required?

### Essential:

* A user of NHS services or current or previous experience as a carer (you may fit both roles).
* Ability to present an independent, lay perspective.
* A desire to support positive change on behalf of patients and the public.
* Respect for the views of others.
* Awareness of and commitment to equality and diversity.
* Understanding of the need for confidentiality.

### Desirable:

* An interest in education and the healthcare sciences.

# Time commitment

This will change as we develop the curriculum from development phase to delivery phase as explained below.

**Design and Development Phase**

• Contributions to curriculum development meetings

• Contribution to Clinical Advisory Group (CAG) meetings

• Ad-hoc recordings to share patient experience

**Delivery Phase**

Once the programme launches in Sept 2023 this will also include activities associated with teaching the courses these will be:

* Contribution to programme committees
* Ad-hoc teaching involvement
* Attendance at student inductions

For both phases, activities will include participating in the Clinical Data Science curriculum development meetings, attending CAG meetings and, after launch, participating in the programme committee meetings (once a year). Programme committees will usually take place at the University where the programme is based. All planned face-to-face activities take place during the working day (9.00am – 5.00pm).

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| **Activities** | **Contact Time** | **Preparation Time** | **Total Time** |
| Programme Committee Meetings (once a year after launch) | 1 hour | 1 hour | 2 hours |
| CAG meeting attendance (approximately twice a year) | 2 hour | 1 hour | 3 hours |
| Commenting on teaching content in the curriculum development meetings | 2 hours | 1 hour | 3 hours |
| Giving feedback on student assessment (eg. presentations, information leaflets) | Variable | Variable | Variable |
| Creating a recording of your story to play to students (one off) | 1 hour | 1 hour | 2 hours |
| Assisting with assessment examples | 1 hour | 3 hours | 4 hours |

**Support**

Wherever possible, reasonable adjustments will be made to ensure that lay representatives can participate in PPI activities. Successful candidates will be provided with the necessary paperwork to be appointed as casual workers or a supplier to The University of Manchester. Support will be given in completion of paperwork (as required).

# Appointment, tenure and payment

The initial appointment is for a period of three years. Our lay representatives are normally employed as casual workers at The University of Manchester. Please note that as a lay rep, you are a volunteer and not an employee of the University and neither party (yourself or the University) intends any employment relationship to be created now or at any time in the future.

## Casual worker

Most lay representatives will be set up as casual workers of the University of Manchester and receive an hourly rate (Casual pay scale point 68 – currently £20.59/hour) for time working on the programme. As a casual worker, a timesheet will be completed for any activities undertaken. Payment for time will be made at the end of each month following work completed during the previous 2-6 weeks.

## Cash payments for expenses

All lay representatives will be refunded for reasonable travel expenses on the day they attend an event (payment in cash). Unfortunately, it is not possible for the University to pay a charity in lieu of payment to an individual.

# Equal opportunities

As an equal opportunities employer we welcome applicants from all sections of the community regardless of gender, ethnicity, disability, sexual orientation and transgender status.  All appointments are made on merit.

The University of Manchester’s equal opportunities policy can be accessed at: <http://documents.manchester.ac.uk/display.aspx?DocID=8361>

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