

Patient and Public Involvement in Undergraduate Medical Education: Medical Education Partners (MEPs)

Introduction:

The Medicine Programme (MB ChB) at Manchester Medical School (MMS) 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 patient-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'** (see <http://sites.bmh.manchester.ac.uk/doubledaycentre>), which engages with patients, and the wider public, in helping us govern, develop and deliver our MB ChB programme. This 'Patient and Public involvement (PPI)' is a very important element in the overall strategy for the MB ChB going forward.

Key elements in our PPI strategy are recruiting, training, and involving lay people as 'Medical Education Partners (MEPs)' in various governance facing committees, which help shape and inform the training of our future doctors.

The MB ChB programme key committees that have PPI involvement are listed below. Most take place monthly with explicit roles and terms of reference.

- Programme Committee – responsible for overall strategic governance of the medicine programme
- Curriculum Committee responsible for overall delivery of the medicine programme
- Manchester Medical Societies Committee
- Progression Committee
- Teaching and Learning Committee
- Assessment Committee

All MEP's selected to sit on these committees will receive appropriate background information and support in taking on these roles.

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
- Carers with a wide experience of the NHS
- Manchester University Alumni 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 applicants will be expected to evidence their suitability for the role through experience, application and 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.
- Ability to challenge constructively and provide scrutiny of policy, professionalism, and practice in the context of medical education and patient centred care.

Induction, Expectations, Requirements and Reimbursement for MEPs

MEP's will be expected to:

- Attend the induction and any training associated with their role.
- Engage with the familiarization, training and communication activities provided for MEPs by Manchester Medical School
- Participate, as able, with the areas of activity as agreed individually with the Director of the Doubleday Centre for Patient Experience (e.g., programme governance, curriculum, teaching, learning and assessment activities, curriculum development).
- 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

- Fund, at a rate of £60 (2016) MEPs participation in activities as a formal token of appreciation, this includes an element recognizing any local travel expenses.
- Payment will be made three times per year according to activity during that period. Where justified, through particular circumstances, payment can be made more frequently.

Location of meetings and activities

Meetings will be held online or in person in the medical school, Stopford Building, University of Manchester. MEP's 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.

A MEP will be appointed for up to 3 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

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 in the execution of its role and responsibilities. A code of conduct for MEPs is available from Karen Cotterill and the Doubleday Centre Website.

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,