

MAHSE Patient and Public Involvement Guiding Principles



The Manchester Academy for Healthcare Scientist Education (MAHSE) is a group of universities responsible for the development and delivery of healthcare scientist (HCS) training programmes for a range of specialisms. For further information about MAHSE please see;

MAHSE Information: <http://mahse.co.uk/about-us/>

MAHSE Team: <http://mahse.co.uk/contact-us/>

Programme Information: <http://mahse.co.uk/our-programmes/>

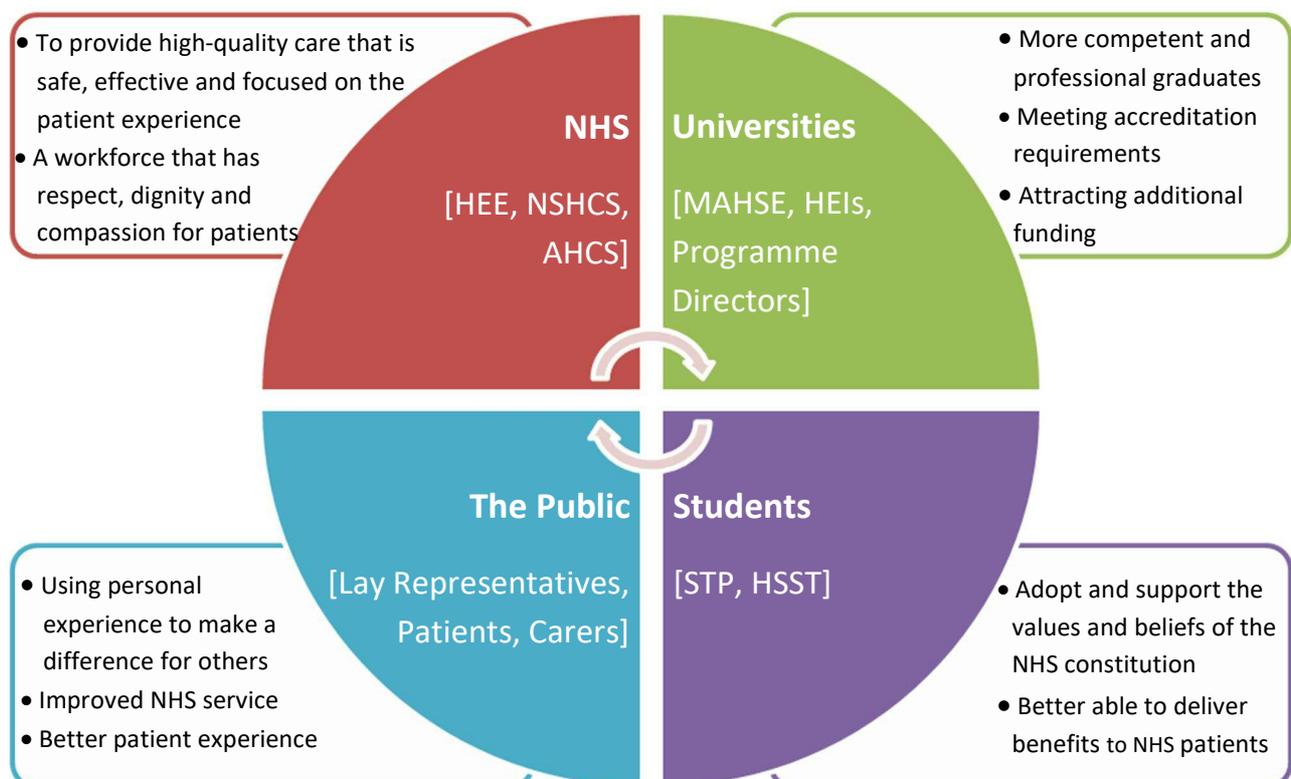
Please note that while all programmes within the MAHSE partnership are welcome to use these guiding principles, at this stage MAHSE will only be working with the STP and HSST programmes to implement them.

MAHSE include representation from anyone who has accessed or cared for someone who has accessed the NHS (National Health Service), or any member of the public with an interest in our programmes who has ideas or a contribution to make. In this document, these diverse groups will all be called *Lay Representatives*. Working alongside members of the public in this way is referred to as Patient and Public Involvement (PPI).

This document lays out the guiding principles behind involving patients and members of the public in MAHSE's programmes. The aim is to embed these principles in our students so that these values and beliefs are with them throughout their careers.

Stakeholders

By embedding these principles, values and beliefs in our students all of the MAHSE stakeholders will benefit. The diagram below outlines the key stakeholders involved and the benefits that can be achieved.



Patient Involvement in Healthcare Scientist Education

Patients are at the heart of everything the NHS does and therefore the experiences of patients are an important aspect of the training that new healthcare professionals receive. It is essential that our training programmes incorporate PPI so that students can look at services and treatment from a patient point of view.

Lay Representative involvement in the MAHSE programmes is very diverse, however some activities that our current Lay Representatives are involved in include

- Sharing their story and experiences with learners
- Bringing their experience to learning groups
- As a simulated or volunteer patient in a learning environment or as a form of assessment
- Helping to create learning materials e.g. paper-based, electronic case studies or scenarios, course materials, videos etc.
- Being an assessor or evaluator involved in teaching or assessment of students/learners
- Being a partner in student education, assessment and curriculum development with equal input
- Participating in decision making at the institutional level e.g. student selection (where applicable), programme boards etc.

MAHSE Patient Forum

The MAHSE Patient Forum is held twice per year and involves all the Lay Representatives from each of the programmes as well as the MAHSE management and administrators. The Patient Forum is led by two Lead Lay Representatives and provides an opportunity to share good practice, discuss key issues affecting all Lay Representatives and ensure parity (though not necessarily uniformity) across PPI activities. The Patient Forum represents an exemplar of the key phrase stated in this document

“Patients are at the heart of everything the NHS does..”

MAHSE Lay Representative Recruitment Process

Throughout its recruitment processes MAHSE will work to the following principles in order to implement a fair and clear recruitment process ensuring that there are no discriminatory issues. In particular it will;

- Not disadvantage any group
- Meet relevant legislative requirements
- Promote equality proactively
- Integrate equality into mainstream policies and practices
- Engage with public, patients, staff and others appropriately
- Engage with diverse groups and those deemed as hard to reach
- Take into account any help that may be needed for participation

In order to follow these principles, MAHSE will;

- Maximise the diversity of applicants by ensuring all recruitment materials are written according to the principles of Plain English and to advertise PPI opportunities in a range of locations such as local community groups and centres, GP practices, NHS hospitals, university alumni, staff and students
- Operate a fair recruitment and selection process. This will entail:
 - Agreeing the attributes required of lay representatives with current lay representatives and Programme Directors
 - Providing a standard application form that encourages the applicant to provide examples of how they can meet the knowledge, skills and experience outlined in the person specification
 - Creating a clear statement of what involvement means, anticipated time commitment, location of meetings and methods of reimbursement for time and expenses
 - An explanation of the interview process
- Provide an induction for all lay representatives that outlines clearly what MAHSE is, explains the programmes and what is expected of lay representatives
- Provide mentoring opportunities for lay representatives to develop their confidence, skills and active involvement in the programmes
- Provide lay representatives with a record of their involvement which they can use in future roles to demonstrate the experience they have gained

Lay Representative Involvement in MAHSE programmes

MAHSE is committed to involving Lay Representatives in its programmes and therefore it is expected that each programme will have the following PPI activities:

- At least two lay representatives to be part of each programme committee
- Student induction activities to include an explanation of the importance of PPI activities
- All modules/units to include PPI activities where appropriate; the nature of the involvement will vary between programmes and modules/units
- To evaluate the impact of PPI activities from both a student, staff and lay representative perspective as part of the annual review process
- Involvement of Lay Representatives, where appropriate, in formative or summative assessments for each year that the students are in programme. Involvement could either be in the development of assessment questions and marking the assessment.
- All research projects to be presented to a lay audience as part of the assessment process (formative or summative assessment)

Resources and Funding

MAHSE ensure that Lay Representative involvement is a priority for all involved in delivering their programmes by:

- Including a standard agenda item on PPI at programme committee meetings and the MAHSE governance meetings [MAHSE Executive Board and MAHSE Stakeholder Board]

- Providing dedicated administrative support within MAHSE and ensuring all Lay Representatives have contact details for the administration team
- Safeguarding funding for the continual involvement of lay representatives by including PPI costings in all tender submissions

MAHSE guarantee to provide payment for Lay Representatives as follows:

- All Lay Representatives to be refunded for reasonable travel expenses on the day they attend an event
- All Lay Representatives to be set up as casual workers of the University of Manchester and receive an hourly rate (Salary Scale point 33) for time working on MAHSE programmes. Payment will be made at the end of each month following work completed during the previous 2-6 weeks

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