

MAHSE Lay Representative role description



Background

The Manchester Academy for Healthcare Scientist Education (MAHSE) was formally established on 1 January 2012 as a partnership between The University of Manchester, Manchester Metropolitan University and the University of Salford, as well as leading Healthcare Scientists from partner Trusts. MAHSE has expanded to include other universities that work together to develop and deliver healthcare scientist training programmes for a range of specialisms.

MAHSE include representation from anyone who has accessed or cared for someone who has accessed the National Health Service (NHS), or any member of the public with an interest in our programmes who has ideas or a contribution to make.

Lay representation is important in our programmes to help embed the correct values and beliefs in our students (who are part of the NHS Healthcare Science 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 our MAHSE PPI Guiding Principles (<http://mahse.co.uk/wp-content/uploads/2016/11/MAHSE-PPI-Guiding-Principles.pdf>). The guiding principles document was created in collaboration between MAHSE and our lay representatives.

Role

The role of a lay representative is to provide input to MAHSE programmes by offering a patient and public perspective. Patient and Public Involvement in the MAHSE programmes is very diverse, however some activities that our 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 a teacher and 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.

During the Covid-19 pandemic, MAHSE had to diversify the way we delivered teaching. We have kept some of the best elements of online learning and now deliver most of our work in a hybrid (some online, some face to face) manner. 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](#) and [Zoom](#). 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. We will provide training ahead of online sessions if anyone is unfamiliar with these applications. If individuals would like to only be considered for on-campus activity, they are still welcome to apply although may not be able to have as high a level of involvement as other Lay Representatives.

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 and location of activities

Expected activities include participating in programme committee meetings (approximately once or twice per year) and the MAHSE patient forum (twice a year). The MAHSE patient forum usually takes place at the University of Manchester and typically lasts between 2-3 hours. 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).

Expected Activities	Contact Time	Preparation Time	Total Time
Programme Committee Meetings (twice a year)	2 hours	2 hours	4 hours
MAHSE Patient Forum (three times a year)	3 hours	1 hours	4 hours

Other Activities may include	Contact Time	Preparation Time	Total Time
Telling your story to trainees	30 min	1 hour	1.5 hours
Commenting on lecture materials	30 min	2 hours	2.5 hours
Assisting with exam questions	1 hour	3 hours	4 hours
Giving feedback on student assessment (eg. presentations, information leaflets)	Variable	Variable	Variable

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). Lay representatives will be paid in cash on the day for any reasonable out of pocket expenses (transport / travel) in attending activities. The MAHSE patient forum provides an opportunity to share good practice, discuss key issues affecting all Lay Representatives and ensure parity (though not necessarily uniformity) across PPI activities. There are also opportunities to receive informal mentoring from other lay representatives, to assist in the role.

Appointment, tenure and payment

The initial appointment is for a period of three years. Lay representatives are normally employed as casual workers at the University of Manchester.

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 32 – currently £20.59/hour) for time working on MAHSE programmes. 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.

Supplier

Where a lay representative is self-employed and does not wish to be paid as a casual worker, the lay representative will need to be set up as a supplier to the University of Manchester. To reimburse the lay representative for their time, a purchase order will be raised and the lay representative will need to submit an invoice to the University of Manchester for payment.

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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