



**Wirral**

Clinical Commissioning Group

## **Patient & Public Advisory Group**

**Information pack for applicants**

**Closing date: Midday on Friday 15<sup>th</sup> December 2017**

## **Patient and Public representatives of the Patient & Public Advisory Group**

### **Making an application**

Thank you for your interest in the appointment of patient and public representatives of the Patient and Public Advisory Group (PPAG). The PPAG is a new group being established at NHS Wirral Clinical Commissioning Group to act in advisory capacity to the organisation.

This pack contains information about the PPAG and appointment process including the person specification and selection process. There are four vacancies available as part of this process.

To make an application you will need to submit a supporting letter and a CV to the following e mail address: [WICCG.InTouch@nhs.net](mailto:WICCG.InTouch@nhs.net)

Alternatively, you can send your application by post to:

**Michael Chantler, Assistant Director of Communications and Engagement**  
**NHS Wirral Clinical Commissioning Group**  
**5<sup>th</sup> Floor, Old Market House**  
**Hamilton Street**  
**Birkenhead**  
**CH41 5AL**

When making your application please note the following:

### **Supporting letter**

The supporting information is your opportunity to demonstrate how you meet the criteria set out in person specification. How you choose to represent this information is up to you but you should aim to provide specific examples of how your knowledge and skills match the requirements of the role.

Please limit your letter to 2 pages (2 sides of A4) and it would be preferable if this was produced on a computer or typed rather than hand written.

### Declarations of interests

If you have any business or personal interests that might be relevant to the work of the group and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter. Should you be successful in your application, if there is anything in your professional history that if brought into the public domain, may cause embarrassment or disrepute to NHS Wirral CCG, please provide further details in your supporting letter. Failure to disclose such information could result in an appointment to the group being terminated.



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## **CV**

Please ensure your CV contains the following:

- Your full name, title, home address, personal contact numbers and a personal e mail address
- Details of your experience (professional or personal) and any details of paid or voluntary roles

### **Indicative timetable:**

Closing date for applications: Midday on 15<sup>th</sup> December 2017

Shortlisting complete: 18<sup>th</sup> December 2017

Interviews held: Early January 2018

The interview panel will be independent of NHS Wirral CCG and will include colleagues from local NHS organisations and Healthwatch Wirral.

For an informal discussion regarding the group and application process please contact **Michael Chantler, Assistant Director of Communications and Engagement** on **0151 651 0011 extn 1033**.

**Persons Specification**

Patient and public representatives on the PPAG will use their skills and experience to:

- Represent patients and the public, ensuring that the patient and public voice is heard and informs the group.
- To bring views, experience and perspective to the group.
- Committed to accurately representing the views of the needs of the public and patients.
- Engage positively with the group and help deliver best practice in patient and public participation.
- Actively seek views of other groups or representatives to understand the context of health and care in Wirral.
- Constructively enquire and influence the topics under discussion by the group and the CCGs approach to engagement and consultation.
- Bring recent experience of accessing health and care for self or others.
- Develop professional and productive working relationships.

**Patient and Public Advisory Group**

The Patient and Public Advisory Group is a new group being established within NHS Wirral Clinical Commissioning Group and will act in an advisory capacity to the CCG. The group will receive information relating to the CCG's operational priorities and commissioning intentions and review the associated engagement/consultation plans in an advisory capacity. The group will also consider the outcomes of engagement and consultation activity to identify best practice and learning.

The public representatives of this group will act in an important capacity to help the CCG continually improve its processes and practice and to bring experience and views of users of NHS services.