

**NHSE/I Specialised Commissioning South East Regional Adult Critical Care Programme Team**

**Patient and Public Voice Representative – Role Description**

**4th October 2021**

A summary of the South East Regional Adult Critical Care Patient and Public Voice representative role is detailed below: -

There are two nationally led projects that are currently being worked on in the South East which are due to run until 31st March 2022.

* **Adult Critical Capacity Review** which aims to plan capacity needed in the medium and long-term provision of adult critical care service in SE in line with National, Regional and System requirements
* **Adult Critical Care Transfer Service** which aims to create a sustainable and substantive transfer service for critically unwell adults in the South East against the requirements contained within the recently published national service specification.

The four meetings requiring attendance are: -

**The Adult Critical Care Programme Board** – This is a decision making body with monthly meetings, held on the first Monday of the month 13:00 to 14:30, to provide assurance to the South East Leadership Team (SELT) and the National Executive that the region will deliver the agreed Adult Critical Care work programme consisting of:

1: Substantive Adult Critical Care Transfer Service

2: Adult Critical Care Capacity Review and model for future service provision

**The Adult Critical Care Capacity Steering Group** – This is a monthly meeting, held on the second Tuesday of the month 9:00 to 10:00, which is a decision making and influencing group.  The purpose of this group is to codesign the project team approach to delivery of the Adult Critical Care Capacity Review Project.  It will track, shape and improve the ongoing delivery of the project reporting into the SE ACC programme Board monthly.

**The Adult Critical Care Transfer Service Steering Group** - This is a monthly meeting, held on the second Wednesday of the month 16:00 to 17:00, which is a decision making and influencing group.  The purpose of this group is to codesign the project team approach to delivery of the Adult Critical Care Transfer Service Project.  It will track, shape and improve the ongoing delivery of the project reporting into the SE ACC programme Board monthly.

**Expert Stakeholder Panel** – This is an advisory panel utilising the expertise and experience of attendees to ensure all areas and implications for the projects are considered.  It is currently anticipated to meet quarterly; the next meeting will be scheduled for October/November.

Attendance at the decision-making meetings, Board Meetings and Steering Group Meetings, will attract an involvement payment of £75 per meeting in line with the attached NHSE Patient and Public Voice Partners Policy. This honorarium payment covers 4 hours of time, so includes time for reading of papers for any meeting.  Any out of pocket expenses will also be reimbursed for all meetings attended, however, it is anticipated for the foreseeable future that these will be virtual meetings. Attached is the NHS England Patient and Public Voice Partners Policy that provides further information.

