

## Patient advisory forum terms of reference

### Purpose and Role

The overall purpose of the Patient Advisory Forum is to ensure that the views of patients and the public are integral to Health Education England (HEE) decision making.

In particular, the Patient Advisory Forum will assist, advise and challenge the HEE Board to provide assurance that:

- the patient and public voice is a key factor in the education, training and workforce planning process
- patient and public views are invited, gathered and acted on as part of decision making processes
- decisions relating to patients and the public are taken in an open and transparent way
- due attention to equality, diversity and inclusion is embedded in decision making

The Patient Advisory Forum's role is to advise and inform the HEE Board so that:

- HEE implements its strategic framework (Framework 15), and continues to develop its priorities focussed on the NHS Constitution and the needs of patients and carers
- Over time, HEE shifts the focus of workforce planning from a supply driven model to a needs based approach
- HEE addresses a systematic gap in the understanding of current and future patient need and the workforce implications
- There is a better connection between the decisions and investments HEE makes and the people they will ultimately affect
- The patient and public voice informs HEE's business planning process and annual workforce investment plans

### Functions

The functions of the Patient Advisory Forum are:

- To provide constructive challenge and scrutiny of decisions from a patient and public perspective
- To support the implementation and continued development of HEE's Framework 15
- To provide advice, oversight and guidance on service redesign issues
- To provide advice and insight on the skills, behaviours and attitudes needed in the workforce to meet the needs of patients and carers as partners in care
- To provide patient and public voice advice on national and regional programmes of work
- To provide advice, oversight and guidance on patient and public voice engagement across Health Education England

### Membership and Governance

#### Membership

The Patient Advisory Forum is made up of 18 patient and public voice partners (PPVP) and is co-chaired by Sir Keith Pearson (Health Education England's Chair) and Mary Elford (Health Education England Non-Executive Director).

The PPVP are usually appointed, initially for a period of three years, unless terminated earlier by either party providing one calendar months' notice. There may be opportunity to extend this three-year term to meet the needs of HEE and the Patient Advisory Forum however this cannot be guaranteed.

The Senior Responsible Officer is Lisa Bayliss-Pratt, HEE's Chief Nurse and Interim Regional Director (London)

#### Governance

- The Patient Advisory Forum will meet at least four times per year
- Members may be invited to represent the Patient Advisory Forum/patient and public voice on national programmes of work
- PPVP as members of the Local Education and Training Boards (LETBs) will ensure two-way communication between the PAF and these groups
- One of the independent chairs of the LETBs will be a member of the Patient Advisory Forum to support open communication between the groups
- Outside of the meetings, the Patient Advisory Forum members will also operate as a virtual network and advice may be sought from members on specific issues and/or time limited small task and finish groups may also be set up as and when required
- HEE will take all reasonable steps to ensure that members who may need additional support are enabled to participate– examples of additional support include wheelchair accessibility, providing large print versions of documents, providing a rest area if needed
- The Patient Advisory Forum will be supported by an HEE secretariat who will be in attendance at meetings.

#### Ways of Working

The Patient Advisory Forum will:

- Champion the NHS Constitution
- Always place the patient, their carers and family at the centre of our work
- Enable all members to have an equal voice
- Act as an ambassador for HEE and lead by example
- Commit to the highest standards of conduct, governed by the Seven Principles of Public Life
- Adopt a 'can do' approach, actively listening to others and be open to challenge
- Be mindful of the need for confidentiality

### Personal Information

The intended use of photographs, biographies and contact details will be cleared with members first so they may understand where and how the information is to be used.

### Review and Future Arrangements

We will review these terms of reference within 12 months of them being agreed.

Date: April 2018

Review date: April 2019