## Head and Neck Pathway Board - Patient and Carer Representative

### This is an outline of what your role will involve. You will have the opportunity to discuss this in more detail with our team as part of your induction.

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| Role Title |
| Head and Neck Pathway Board - Patient and Carer Representative |
| Location |
| Hybrid/(mix of online and in-person).Pathway board meetings generally tend to happen online using MS Teams, but some are taking a hybrid approach and alternating between virtual and in-person. For in-person meetings, there will not be a remote option offered due to practicalities, but we will work with you to find the best way to support you should this be a problem. |
| How often | Any additional time commitment? |
| Usually 4 meetings a year, plus attendance at the small community meetings.Pathway board meetings tend to be 2 hours long, and small community meetings tend to be 1-1.5 hours long. | Yes – time to read papers and respond to emails, approximately 2 hours extra per meeting. |
| Tenure (length of commitment) | Experience required |
| Two years tenure, but you can step down at any time if you wish. | Experience of head and neck cancer as a patient or carer, treated within Greater Manchester.It would be beneficial if you have been a member of any other board meetings previously, but it is not essential. |
| Supported by | Remuneration |
| PPIE Team and the Pathway Manager within the GM Cancer Alliance | For any in-person events, we will reimburse you mileage plus car park fee or public transport fare, submitted via our expenses form |

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| Why we need your help |
| The head and neck pathway board is a multi-disciplinary team of varied clinical and non-clinical members that focusses on the development and improvement of cancer services for head and neck cancers. The pathway board works collaboratively, using innovative approaches to improve the head and neck cancer pathway, and in line with national guidance. Each pathway board has an annual work programme which reports quarterly into Greater Manchester Cancer Board. The pathway board representative represents the collective views of patients and carers at the pathway board by identifying appropriate areas for contribution. They do this by attending the small community meetings and working with other representatives to understand what topics/matters can be brought forward, and from their attendance at any external support groups/meetings. The pathway board representative is able to feed back to the small community, informing them of any discussions or information from the pathway board which may be of particular interest. The overall purpose of the pathway board representative is to provide a link between the pathway board and the patient carer voice. We aim to have two Patient and Carer Representatives on each Pathway Board within each tumour type. |
| What experiences or skills do you need? |
| * Experience of head and neck cancer as a patient or carer. Treated within Greater Manchester. Can be past or present experience.
* Ability to provide objective input about the needs and perspectives of people affected by cancer and to represent perspectives beyond your own, and of the diverse range of individuals treated.
* Ability to communicate your ideas to a wide range of people including senior healthcare professionals in the most appropriate way.
* Experience of speaking in large groups and presenting the views of other patients/representatives to senior stakeholders.
* Ability to reach out and engage with people affected by cancer (via existing forums,

community groups etc).* Willingness to familiarise yourself with relevant clinical/medical language and abbreviations, with support from staff and relevant documents e.g. jargon buster/glossary.
* Ability to challenge professionals constructively and respectfully, where necessary.
* Ability to listen to and respect different perspectives, display empathy, and be open to other points of view.
* Ability to understand and evaluate a range of information and evidence to support different approaches to service delivery.
* Ability to self-assess and be aware of personal emotive topics, and to speak objectively when doing so.
* An awareness of and commitment to equality and diversity.
* The desire to work collaboratively and respectfully with others to improve cancer services across Greater Manchester.
* Understand the need for confidentiality.
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| What we need you to do |
| * Attend and actively participate in pathway board meetings or let us know if you will be unable to attend.
* Read the meeting papers, which will be provided to you a minimum of 1-week before the meeting.
* Attend and actively participate in small community meetings, relaying information covered in the pathway board in an understandable format.
* Champion the diverse views of patients.
* Provide some challenge as a critical friend into the meetings, advising the group on the patient/carer perspective.
* Review and provide input on clinical work from a patient and/or carer perspective, where necessary.
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Confidentiality

Being a part of our Patient and Carer Voices Community means that you may be exposed to confidential information, personal or clinical, through meetings and papers distributed. It is imperative that you do not communicate any confidential information, or personal information that people have shared, external to the group setting. If you are unclear on what information you are not able to share outside of the meeting, please speak to a member of the team in the first instance.