## Small Community 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 | |
| Small Community Patient and Carer Representative | |
| Location | |
| Hybrid (mix of online and in-person)/ flexible.  Meetings generally tend to happen online using MS Teams. However, some groups prefer to meet in-person. Where this occurs, we look to arrange this at the most suitable, convenient location for all individuals involved (within Greater Manchester) and continue to still offer a hybrid approach with a remote MS Teams option. | |
| How often | Any additional time commitment? |
| Usually 4 meetings a year. Meetings tend to be 1-1.5 hours long. | Yes – time to read papers, approximately 1 hour extra per meeting. |
| Tenure (length of commitment) | Experience Required |
| No minimum or maximum time commitment/term. | No experience required. |
| Supported by | Remuneration (expenses) |
| PPIE team and other small community members. | 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 |
| A small community is a group of patient and carer representatives who have experience of a specific cancer/tumour type, who come together every few months to influence the work of the pathway board for that cancer type.  The small community is a safe space to discuss, develop, and improve areas of work of the pathway board by giving the viewpoint of the patient/carer, with the aim of improving services across Greater Manchester for that tumour type/cancer type.  We are continually looking to expand the small communities to ensure they represent a wide variety of diverse patient and carer viewpoints, particularly those that have been diagnosed or affected by cancer recently.  The small community is a rich resource for the pathway board as they provide guidance, advice, and support for workplans, and frequently get involved and influence relevant projects and areas of work.  For many individuals, small communities are a great way to get involved with the work of our alliance with the support from others who may relate to the experiences that you have had. |
| What experiences or skills do you need? |
| * Experience of (as a patient or carer) the cancer type that the small community relates to. For instance, to be part of the lung small community, you need to have a direct experience of lung cancer (as a patient or carer) and the cancer services provided within the 10 localities of Greater Manchester, in the past or present. * An awareness of and commitment to equality and diversity. * Ability to listen to and respect different perspectives, display empathy, and be open to other points of view. * Ability to work as part of a group with people from a wide range of different backgrounds. * Ability to understand your own emotional triggers and when these may arise. * The desire to work collaboratively and respectfully with others to improve cancer services across Greater Manchester. * Understand the need for confidentiality. |
| What we need you do to |
| * Attend and actively participate in meetings with other representatives or send your apologies if you are unable to attend. * Read the meeting papers, which will be provided to you a minimum of 1-week before. * Provide your perspective as a patient and/or carer to positively influence projects and areas of work that are brought to the small community. * Raise any concerns/comments with the group in a collaborative fashion. * Provide relevant input from external support/community groups that you may attend. |

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.