

NHS Innovation Accelerator Programme Board Patient or Carer Role Description

The award-winning NHS Innovation Accelerator (NIA) supports faster take-up of high impact, evidence-based innovations for patient and NHS benefit. It is an NHS England initiative delivered in partnership with England's 15 Academic Health Science Networks (AHSNs), and hosted at UCLPartners

Launched in July 2015, the NIA has supported 49 Fellows representing 52 innovations to date. 1,704 additional NHS sites are now using NIA innovations, £79.3M external funding has been raised, 287 jobs created, 74 awards won, and 21 NIA innovations are selling internationally. You can view more details about the NIA by visiting www.nhsaccelerator.com

We are looking for a patient and/ or carer representative to join the NIA Programme Board that will oversee the delivery of the NIA programme to ensure the voice and perspective of patients and carers remain central to the delivery of the programme.

Title:	NHS Innovation Accelerator Programme Board Patient or Carer
Time commitment:	Meetings are held every three months with the following dates confirmed for this year: 17 th April - 3.30pm-5.30pm 17 th July - 2.00pm-4.00pm 15 th October - 10.00am-12.00pm 15 th January 2020 - 10.00am-12.00pm There may be some reading time of papers required in advance of meetings
Venue:	UCLPartners, 170 Tottenham Court Road, London, W1T 7HA
Expenses:	Travel expenses will be reimbursed
Accountable to:	Professor Stephen Powis, NIA Programme Board Chair, National Medical Director, NHS England
Supported by:	NHS Innovation Accelerator Deputy Director (Laura Boyd) and Programme Coordinator (Mindy Simon)
Tenure of Office:	Until March 2020 which is when the current funding commitment completes
Application details:	To apply, please read the following information and then email the following details to NIA@uclpartners.com by 31 st March 2019. Please tell us a bit about yourself, your experience - both as a patient/ carer and why you are interested in joining the NIA Programme Board (max 300 words)
Contact:	For more information, please contact Laura Boyd, NIA Deputy Director at NIA@uclpartners.com

About the NHS Innovation Accelerator

The NHS Innovation Accelerator aims to deliver on the commitment detailed within the *Five Year Forward View* - creating the **conditions and cultural change necessary for proven innovations to be adopted** faster and more systematically through the NHS, and to **deliver examples into practice for demonstrable patient and population benefit**.

In 2015, following a rigorous, multi-stage selection process - involving over 60 assessors/ interviewers and an Evaluation Panel chaired by Sir Bruce Keogh - 17 candidates were selected from the 126 applications received. Fellows were appointed on the basis of having a set of values and passion for taking a high impact innovation to benefit more people and a wider population, and a willingness to generate system-wide learnings through sharing their experiences of diffusing innovations.

Fellows are supported for up to three years and are supported through a bespoke learning programme including quarterly learning events tailored to the Fellow's needs, mentoring from a seasoned healthcare innovator, coaching, peer-to-peer support from the other NIA Fellows as well as access to a bursary.

Since 2015, an additional three calls for applicants have taken place (2016, 2017 and 2018).

For more information about the programme and about each of the individual Fellows, please visit:

www.nhsaccelerator.com/fellows-and-innovations

About the NIA Programme Board

The NIA Programme Board provides direction, scrutiny and support to enable successful delivery of the programme.

Meeting quarterly, one of its main purposes is to identify common barriers and challenges the Fellows experience in diffusing their innovations. The Board's role is to identify ways to resolve and overcome some of these challenges.

The patient or carer will work with the other members of the Board to deliver its aims:

- Provide strategic direction for the NIA including consideration of:
 - alignment with associated strategy and policy initiatives, and bodies supporting innovation
- Provide oversight and assurance of the operational delivery in accordance with the aims and objectives of the NIA, and the governance principles
- Provide oversight and assurance of the governance of expenditure
- Manage significant risks and issues to the NIA
- Ensure learning from the programme is acted upon including the establishment of Advisory panels, as and if required, to address barriers to adoption
- Ensure appropriate and effective engagement both nationally and internationally with the aim of drawing of a breadth of expertise
- Ensure appropriate standards of publicity, Intellectual Property, codes of conduct and information governance are met

The Patient or Carer may be asked to sign a confidentiality agreement.

Full Terms of Reference for the Board can be viewed below.

Role of the patient or carer representative

As one of two Patient/ Carer representatives on the NIA Programme Board, you will be joining an existing representative. The role is to ensure that the views of patients, carers and families are at the heart of the NIA and that they are considered during relevant discussions and inform any decisions taken. There is a standard item on the NIA Programme Board agenda to cover patient/ carer views.

The NIA Programme Board Patient or Carer will be a valued member of the Board and has the full support of the Chair and of the wider NIA Core Team. We will be happy to meet with any patient or carer interested in this role to provide further details and information about the programme.

Please contact Laura Boyd - NIA@uclpartners.com

NIA Board Members

The NIA Programme Board is chaired by Professor Stephen Powis, NHS England Medical Director. The other members of the Board include senior representatives from the 15 Academic Health Science Networks (AHSNs) who fund the programme, a representative from The Health Foundation - an independent charity working to improve the quality of health care in the UK - and two NIA Fellows who represent the all the Fellows on the Board.

Interested in applying?

Please tell us a bit about yourself, your experience - both as a patient/ carer and why you are interested in joining the NIA Programme Board. Please email this to NIA@uclpartners.com by 31st March 2019 (no more than 300 words).

Patient/ Carer Partner Person Specification

Experience	<ul style="list-style-type: none"> • Be either: <ul style="list-style-type: none"> ○ a current or previous user of NHS services [within the last 2 years] ○ a carer for patients who have accessed such services [within the last 2 years]
Skills and aptitude	<ul style="list-style-type: none"> • Good communication and influencing skills • Ability to present reports verbally and in writing • Ability to form and maintain working relationships in challenging circumstances • Ability to distinguish between personal and patient views • Good time management skills
Personal qualities	<ul style="list-style-type: none"> • Assertiveness and confidence to raise issues in meetings • Sensitivity • Reliability • Flexibility • Resilience and tenacity • Openness and transparency • Ability to consider the majority view • A commitment to the Nolan Principles of Public Life
Knowledge	<ul style="list-style-type: none"> • Awareness of national health and social care issues • Appreciation of the complexity of working across organisational boundaries and joint working

NHS Innovation Accelerator Programme Board Terms of Reference

Overall aims	Monitor and support successful delivery of the aims and objectives of the NIA and governance principles (see appendix 1)
Key Responsibilities	<ul style="list-style-type: none"> ▪ Provide strategic direction for the NIA to: <ul style="list-style-type: none"> ○ Drive accelerated adoption and spread of NIA innovations ○ Deliver impact of the NIA in currencies that resonate with patients and the NHS ○ Align NIA with associated strategy and policy initiatives, and bodies supporting innovation ○ Ensure sustainability of the NIA ○ Retain a relationship with NIA Fellows and the alumni model ▪ Ensure learning from the NIA is acted upon including the establishment of Advisory panels to address barriers to adoption ▪ Ensure appropriate and effective engagement both nationally and internationally with the aim of drawing on a breadth of expertise ▪ Contribute actively to the communications and marketing of the NIA, raising awareness of Fellows and the accelerator, and identifying opportunities to celebrate progress ▪ Provide oversight and assurance of the operational delivery in accordance with the aims and objectives of the NIA, and the governance principles ▪ Provide oversight and assurance of the governance of NIA expenditure in accordance with the related MOUs ▪ Manage significant risks and issues to the NIA ▪ Ensure appropriate standards of publicity, IP, codes of conduct and information governance are met
Membership	<p>Membership will be programme hosts, programme funders, NHS England, Fellow and patient network representatives:</p> <ul style="list-style-type: none"> ▪ National Medical Director, NHS England (Chair) ▪ Non-Executive Director, NHS England ▪ Director for Research and Innovation, NHS England ▪ Associate Director, The Health Foundation ▪ Managing Directors, AHSNs ▪ AHSN Network Director ▪ 2 x NIA Fellows ▪ 2 x patient/ carer representatives <p>Each member will commit to attendance, with deputies attending only by exception.</p>
Informed by	<ul style="list-style-type: none"> ▪ NIA Operational Group ▪ MOU related to NHS England’s relationship with host organisations ▪ MOU related to host organisations relationship with funding organisations
Reporting to	Each member of the Programme Board will report to their respective organisations as s/he deems appropriate

Frequency of meetings	Quarterly
Quorum	<p>The board will operate on the mode of reaching consensus, with voting being used only in exceptional circumstances</p> <p>The Board will be deemed to be quorate if more than two thirds of the Board members are present.</p>
Agenda, papers and minutes	<p>Agendas, minutes and all papers will, wherever possible, be circulated five working days before each meeting.</p> <p>All members will be able to table suggested agenda items for discussion.</p> <p>All minutes and agreed actions will be circulated in a timely fashion to enable follow up actions to be clearly communicated to all interested stakeholders.</p> <p>In the event that information of a confidential or politically sensitive nature is shared, all members must recognise their responsibility with regard to confidentiality which must be maintained at all times.</p>
Process for declaring and managing conflicts of interest	<p>Interest is declared and scrutinised:</p> <ul style="list-style-type: none"> ▪ At point of member appointment ▪ At each Board meeting ▪ As changes are declared ▪ Before any discussions where the Board is required to take a decision <p>It is the responsibility of the Chair to scrutinise the conflicts as they are declared and the Chair will decide between the following actions to manage the conflict:</p> <ul style="list-style-type: none"> ▪ Declare the conflict but continue to participate in the discussion but abstain from deciding a particular issue ▪ Declare the conflict and abstain from discussion and deciding a particular issue

For more information about this role or the NHS Innovation Accelerator more widely, please contact Laura Boyd at NIA@uclpartners.com