**Patient and public / lay person Committee member role description (generic template)**

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| **Role** | Patient and public / lay member |
| **Committee** | *Insert Committee name (e.g. Patient and Lay Committee)* |
| **Purpose and remit** | * The Committee’s principal role is to ensure that it can have the greatest impact possible on improving patient care * Patient and public / lay members are a valued and significant resource, contributing their experience, skills and knowledge as members of the public, patients, patient advocates, carers, or lay people to the overall effectiveness of the *(insert organisation name)* * Committee work will be properly aligned with the *College/Faculty ’s (delete as appropriate)* purpose, strategy, work plan and priorities. It will do this by ensuring clinicians are aware of patient experiences and their impact on the quality of care * As with the College/Faculty *(delete as appropriate)*, there is flexibility for the Committee to respond to new or urgent issues as they arise * Committee members are positively encouraged to view their role as both, a representative from the organisation bringing to and feeding back issues and also to consider patient care and the improvement of health outcomes in the widest possible context * The Committee and College/Faculty *(delete as appropriate)* Council will work towards an approach which will involve co-production of work * The Committee will review its work annually, contributed to by members * Committee members will be offered the opportunity to join other College/Faculty *(delete as appropriate)* committees. If this proves not to be possible, the Stakeholder Reference Group will provide the base for such recruitment *(delete if a reference group does not exist)* * Committee members should be responsible for identifying any learning needs to enable them to fulfil their work with the College/Faculty *(delete as appropriate)* * Committee members will have a written and personal induction regarding the College’s/Faculty’s *(delete as appropriate)* role and the importance of their individual contribution. |
| **Responsibilities** | 1. Patient and Lay Committee meetings  * To attend and contribute actively to all the formal *(insert Committee name)* Committee meetings at the College/Faculty *(delete as appropriate)* * Contribute to Committee business between meetings via email exchanges and/or telephone consultations with other committee members * To contribute to ad hoc working groups and consultations if possible * To attend and contribute at a relevant annual event. *(delete if not applicable)*  1. Working with other College/Faculty *(delete as appropriate)* committees and working groups  * Where possible, to consider joining one or more College/Faculty *(delete as appropriate)* committee, board or working group, attending their meetings to ensure that a patient/lay perspective is provided appropriately.  The main areas of work are: *education and professional development, quality and policy* *(amend as appropriate)*.  Vacancies and role descriptions will be shared with Committee members as they arise * To report back, in both written and oral format, so that other members of the Committee are kept up to date.  1. Provision of patient and public views and perspective  * To review and comment, using the appropriate documentation, on the following:   + College/Faculty *(delete as appropriate)* reports   + College/Faculty *(delete as appropriate)* guidance   + Consultation papers   + Patient information (if created)  1. College/Faculty *(delete as appropriate)* Patient and Public / lay Engagement development  * To contribute to strategic development of, and practical activities related to growing the College’s /Faculty’s *(delete as appropriate)* Patient and Public / lay Engagement  1. Represent the Committee  * On occasion Committee members may be invited to attend national meetings and events (a) to represent the Committee and (b) to report back to Committee members on emerging national policies and issues relevant to the work of the College/Faculty *(delete as appropriate)* and the Committee |
| **Commitment of members** | * There are *(insert number)* Committee meetings per year, held on a weekday, that members are expected to attend * There may also be other College/Faculty *(delete as appropriate)* committees at which the member will represent the Committee. This is not compulsory and will be as agreed as appropriate with individual members. |
| **Tenure of membership** | Members of the Committee would normally serve a *(insert number)* year term with potential for renewal of a further *(insert number)* term. This matches with the College’s /Faculty’s *(delete as appropriate)* standard policy for committee membership. |
| **What members can expect from the College/Faculty** *(delete as appropriate***:** | * Expenses: Membership of the Committee is voluntary. Expenses incurred will be paid to members in accordance with the College/Faculty *(delete as appropriate* expenses policy If members attend other College/Faculty *(delete as appropriate)* Committees, expenses incurred may be paid if agreed in advance with the relevant College/Faculty *(delete as appropriate* staff member * Members will be kept updated on College policy and priorities * Members will be given an induction and ongoing support * Members will be given regular opportunities to meaningfully contribute to College/Faculty *(delete as appropriate)* policy and practice. |