

Applying to be a member of the NICOR Community Representative Group or Virtual Patient and Public Panel

Join us to help drive quality improvement in cardiac healthcare nationally

Please read this information pack before you apply.

What is the role of NICOR's Community Representation Group (CRG) and the Virtual Patient and Public Panel (VPPP)?

NICOR is committed to putting the patient voice at the heart of everything we do. The CRG leads on patient and public engagement activities and contributes to public communications. The group advises on the design and delivery of the national clinical audit and makes sure the NCAP reflects the views and needs of patients, carers and family members.

The CRG is supported by a wider Virtual Patient and Public Panel (VPPP) virtually, with no requirement to attend meetings, although the panel members may choose to join meetings when invited. Support would be via email or relevant online platforms including websites and surveys.

What would I do as a CRG member?

CRG members will bring an independent perspective and have an influence on key decisions, planning and reviews. You would be asked to:

- Offer improvement ideas, drawing on your experiences as a patient, carer, or relative of someone who has used cardiovascular and related health services
- Ensure patient and carer views are represented in improvement work across NICOR
- Focus on finding positive solutions that benefit patients and carers
- Attend quarterly CRG meetings
- Attend and contribute to the relevant quarterly Domain Expert Group (DEG) meetings and take the wider views of the CRG to the DEGs, where relevant
- Proactively develop the patients', carers and public annual report – this may include providing your recent experience and your views on the format, topics and themes
- Take part in surveys and focus groups
- Promote the work of NICOR
- Help to shape the CRG member role and suggest ideas for improvement
- You must keep information confidential when advised to do so
- You must declare any conflicts of interest.

How much time would I be asked to give?

This is flexible, but you may find this information helpful. As a CRG member, you:

- are expected to attend the quarterly CRG meetings, scheduled for up to 2 hours
- may need to prepare for meetings by doing some reading or research

- will have the chance to provide input and feedback on the draft [National Cardiac Audit Programme \(NCAP\) annual report for patients, carers and the public](#)
- may be asked to provide views and comments on patient-related draft documents
- may be asked to take part in online surveys – should take no more than 30 minutes each to complete
- may be invited to be a member of a Domain Expert Group (DEG) – meetings are normally held quarterly and are scheduled to last for two hours. Further details will be discussed with the Clinical Lead and CRG Chair.

Would I need to travel as a CRG member?

- Almost all meetings will be held virtually on Microsoft Teams, although a face-to-face workshop may take place once a year
- Communication will be by email or phone, unless you ask for a different format.

Do I need any skills and qualifications?

This role is open to:

- anyone interested in cardiovascular conditions
- previous or current patients
- carers of patients
- parents or grandparents of patients (for the Congenital Heart Disease Audit).

We welcome people of all ages, backgrounds and from all communities who are interested in representing one of the [10 cardiovascular clinical areas covered by NCAP](#). We are particularly keen to involve people from ethnic minority backgrounds, people with disabilities, and those living in areas of socio-economic deprivation. This will help bring a wide range of experience to inform our decision making.

How long does CRG membership last?

CRG members are in post for five years. After this time, you can step down or re-apply.

As a CRG member, what can I expect from NICOR?

- We'll make you feel welcomed, included and respected, and support you throughout your journey with us
- We'll provide training and the support of a current CRG member, who will be a mentor to you for the appropriate amount of time needed, to be agreed by you and your mentor
- We'll keep you up to date with relevant policies and procedures that apply to your role
- If you have different communication and access requirements, we'll make reasonable adjustments to ensure you are able to get involved. These could include interpreter services and using accessible locations for face-to-face meetings.

Are CRG members paid?

The community representatives are voluntary, unpaid, roles which take up the members' time in terms of preparation for and attendance at meetings. NICOR would like to offer those community representatives who attend meetings a voucher as a thank you in recognition of their time and contribution.

Eligibility

NICOR community representatives attending any Domain Expert Group (DEG), NCAP Operational and Methodology Group (NOM) or Community Representative Group (CRG) meeting (face-to-face or via MS Teams) which is scheduled to last more than one hour will be eligible for a voucher. This is in recognition of the following:

1. Out of pocket expenses for attending a face-to-face meeting (e.g. mileage or parking)
2. Travel time to attend a face-to-face meeting
3. Time for reading and commenting on documents/papers.

Vouchers

NICOR will issue retail e-vouchers of £25 for a meeting scheduled to last 1 hour and £50 for meetings scheduled to last 1.5 hours or more.

When there is a need to meet face-to-face, travel arrangements will be made centrally by NHS Arden & GEM Commissioning Support Unit. For further information, please email Bronya Glet, NICOR Business Manager: b.glet@nhs.net

How do I apply?

To apply to become a member of the NICOR CRG or VPPP, you will need to complete the short form available below and send it to nicor.auditenquiries@nhs.net. If you would like support with applying, or if you want this information in another format, please send an email to the above email address indicating which format you require the application form. If you would like someone to call you, please provide a contact phone number.

What happens when you get my application?

We'll let you know we've received your application form. We will forward your contact details to the CRG Chair, who will contact you and arrange a date and time that works for you.

Other ways to get involved

If you want to know about other ways of getting involved in NICOR's work, sign up to NICOR's newsletter by emailing nicor.auditenquiries@nhs.net. The quarterly newsletter includes the latest news and developments, as well as opportunities to provide feedback and your views. You can view previous newsletters at www.nicor.org.uk/news.

Thank you for your time, please see the application form below - we look forward to hearing from you.

NICOR Community Representative Group Membership application form

We are delighted that you are interested in joining the NICOR Community Representative Group (CRG) and thank you for your interest. You can use this application form to apply for either:

- Membership for the NICOR CRG
- Virtual Patient and Public Panel (VPPP).

You can apply for yourself, or someone else can apply for you if you give them your permission. You can also ask someone to help you.

Please email the completed form to nicor.auditenquiries@nhs.net.

About you

Full name:
Title (for example Mr, Mrs, Ms, Miss, Mx):
Preferred name:
Are you aged 18 or over? Yes / No (please delete as applicable)
Address:
Postcode:
Daytime phone number:
Mobile phone number:
Email address:
What experience do you have of cardiac conditions? <input type="checkbox"/> I have one or more cardiac conditions <input type="checkbox"/> I am a carer or family member of someone who has or has had a cardiac condition <input type="checkbox"/> Other (please write it in the box) <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
Do you need any extra support to help you be involved in the CRG? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please tell us more about the support you need: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>
Are you able to use a phone, email and the internet to communicate and take part in meetings? Yes <input type="checkbox"/> No <input type="checkbox"/>

If no, please tell us more about how you communicate and if there are any ways we can help you be involved.

--

If you are a member of any other patient advisory roles/groups and/or charities, please list them below.

--

Keeping in touch

We will keep in touch with you by email. If you sign up to the one of the groups, you agree to share your details with NICOR so that we can contact you via email, invite you to take part in MS Teams meetings, and send you, our newsletters. Your details will not be shared outside of NICOR. If you wish to be removed from the distribution list at any time, please email nicor.auditenquiries@nhs.net.

Thank you for your time and interest.