



Role description for the recruitment of public members to the King’s Improvement Science (KIS) Partnership Steering Group

**What is King’s Improvement Science (KIS)?**

[King’s Improvement Science](http://www.kingsimprovementscience.org/) (KIS) is a research programme funded by King’s Health Partners (KHP) made up of a small team of researchers and quality improvement experts. Their aim is to help improve health services in south-east London. KIS is part of the [Centre for Implementation Science](https://www.kcl.ac.uk/research/cis) (CIS) at the Institute of Psychiatry, Psychology and Neuroscience (IoPPN) at King’s College London.

**Why do we involve public members in our work?**

Involving people who have personal experience of using health and/ or social care services in South London is a priority for KIS. This is because involving people who use these services and including their voices, knowledge and expertise allows us to make better informed decisions within our work.

The KIS team includes two patient and public involvement (PPI) coordinators, dedicated to supporting the involvement of patients, service users, their families and members of the public, in KIS work. Both co-ordinators have personal experience of using various health and social care services.

**What is the KIS Partnership Steering Group?**

We are looking to recruit three public members to a new group – the KIS Partnership Steering Group.

The group’s meetings will be attended by representatives from the KIS team and our partner organisations in south-east London (for example managers and clinicians who work within our local NHS Trusts) as well as public members.

KIS Partnership Steering Group meetings will get updates on KIS research and evaluation projects, and relevant improvement work being undertaken within NHS Trusts in south-east London. The steering group will discuss and agree future research / evaluation work to be undertaken by the KIS team. These decisions will be made with guidance from our funders, King’s Health Partners.

The main purpose of the KIS Partnership Steering Group is to guide the selection and development of new research and evaluation projects for the KIS team to do. The group will also act as a forum to help partner organisations to work together and share learning.

**What contribution will public members make to the KIS Partnership Steering Group?**

Public members will draw upon their lived experience to provide insight, advice, and a service user / patient / carer perspective during meetings. They will advise on how best to incorporate public involvement within the KIS programme and how to share outputs with members of the public. Together with the rest of the group they will monitor and reflect on the contributions and impact of public members within the KIS programme.

We hope that public members’ views and input will make our work more impactful, efficient, and appropriate to the needs of local communities in south-east London.

You will be asked to provide regular feedback about what it is like being involved in the KIS Partnership Steering Group (for example during debrief meetings) so that we can reflect and improve.

Public members will not be asked to share any specific experiences or details that they do not wish to disclose. We also encourage the rest of the team to reflect on their own experiences of service use, sharing any experiences they wish to alongside being reflexive and acknowledging privilege and intersectionality of various experiences.

Everyone who applies will also be very welcome to join the KIS public involvement list, a group of people who have signed up to hear about specific projects KIS is working on and ways to get involved using relevant personal experience. These opportunities are also paid. They may be longer term commitments such as joining a research project working group with regular meetings, or one-off events such as workshops to look at specific parts of a project. There will therefore be chances for all applicants to get more involved with the research projects set by the steering group in various ways. To join this list, opt in on the application form.

**Who are we looking for?**

We are looking for three public members with experience of personally using health or social care services within south-east London and/or caring for someone who uses services within south-east London to commit to attending and contributing to KIS Partnership Steering Group meetings.

We warmly welcome applications from everyone with relevant experience (please see required skills and experience section below).

We value diverse voices, perspectives, and experiences in our work.

We would especially like to hear from members of racialised groups and from young people. This is because we want our work to be relevant to the diverse population of south-east London. We know that there are many reasons why some people might find it harder to get involved in healthcare research than others, and we will do our best to reduce those barriers within our team.

**Required skills and experience:**

We ask that you are:

* Able to review a variety of documents, such as project proposals and meeting minutes. These are normally provided as Word or PDF documents but can be provided in audio format. The KIS PPI coordinators can provide support with reading and thinking through these documents before meetings if needed.
* Able to work collaboratively as part of a group with the support and guidance of the PPI coordinators.
* Willing to offer thoughts and views drawing upon your own experiences of using health or social care services or those of people you support (you do not need to share personal lived experiences unless you wish to disclose things you feel are appropriate).
* Interested in learning about improvement science in health and social care – you don’t necessarily need specific research experience, but if you do have some, please tell us about it.
* Able to join online meetings via laptop, phone, or tablet.

**What support will public members be offered?**

Public members will be invited to an initial induction / orientation meeting with members of the KIS team ahead of the first KIS Partnership Steering Group Meeting and will be paid for their time.

We may be able to arrange and fund training for public members, for example on using specific software, office skills or meeting skills.

There is the possibility that we may be able to arrange access to computing equipment within our offices at Denmark Hill to enable public members to prepare for and attend meetings.

Each KIS Partnership Steering Group meeting will be followed by a debrief meeting with a patient and public involvement co-ordinator.

**Time commitment:**

* We ask that you are able to attend and contribute to three 1.5-hour KIS Partnership Steering Group meetings per year. The meetings will incorporate a short break. The meetings will take place virtually in the first instance but may be held in person in the future.
* You will also be asked to attend a half-hour debrief meeting with the PPI coordinators after each KIS Partnership Steering Group meeting.
* You will need to undertake additional remote work to prepare for meetings such as reviewing meeting papers / information circulated beforehand or attending a preparatory meeting with members of the KIS team. We anticipate that the preparation time will be around 1.5 hours.
* Meetings will take place during working hours (i.e., between 9am and 5pm on a weekday). We do not yet know the regular dates and times of meetings, but the first will be on March 8, 2022, at 11:00am. So, flexibility to accommodate this will be necessary. We will give members as much advance notice of meeting times and dates as possible.

**Access:**

We will do everything we can to meet access needs and encourage you to discuss access requirements with us at the application stage. For example, live captioning can be made available during virtual meetings. Meeting papers can be provided in audio format.

In the first instance, meetings will be held online via Microsoft Teams so you would need to be able to join the meeting via laptop, phone, or tablet. There is a possibility that meetings may be held face-to-face in south-east London in the future.

**Payment:**

Public members will be paid an honorarium of £70 per person per KIS Partnership Steering Group meeting. This fee is intended to cover 1.5 hours of preparation time, a 1.5-hour meeting, a 30 minute debrief, and a working from home allowance.

Additional access funding is available for public members who require more time to prepare for meetings.

We will cover reasonable travel expenses should travel costs be incurred in the future.

We use the same public member payment guidelines as the Applied Research Collaboration (ARC) South London. This guidance is due to be updated in Spring 2022 and we will update our rates of payment when the revised guidance is available. It is likely that payment rates will increase with this update.

**How to apply:**

Please respond to the questions listed in the application form at the end of this document. Responses can be made in written, video or audio format. If you are writing, we suggest you aim for about 200-300 words per question. If you are recording video or audio, we suggest you aim for about 5-10 minutes overall. However, these are guidelines not strict limits.

Please email your completed application to: **kis\_involvement@kcl.ac.uk** by **midnight on 13/2/22**.

**Selection process:**

Shortlisting for the role will involve scoring applicants’ responses against the bullet point list of skills and experience required. Shortlisted individuals will be invited to attend an informal interview. Interviews will take place virtually **on Wednesday 23 February** and we will let applicants know the outcome by the end of that week. Interview questions will be provided 24 hours in advance to all interviewees.

We will also hold an open question and answer session with the KIS PPI coordinators Len and Rachel on **Monday February 7 from 12-1pm**, which you are welcome to come along to if you are thinking about applying. You can access this meeting via this link or by phone on the number below:

Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](https://eur03.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253ameeting_YWZlNWFiMjktNTMxMi00MmMzLWFjYmMtZjMzMzJjODE5Nzdi%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%25228370cf14-16f3-4c16-b83c-724071654356%2522%252c%2522Oid%2522%253a%2522afcef186-7071-48c4-acaf-6ea8c2a3b3a3%2522%257d&data=04%7C01%7Crachel_rowan.olive%40kcl.ac.uk%7Cf32346f2930c4809e10b08d9e0b7943b%7C8370cf1416f34c16b83c724071654356%7C0%7C0%7C637787901331916597%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=KKN2OWQYv0gIhFXjaSkt%2BJA5oAhgUUM8S6bbwlhHOuA%3D&reserved=0)

**Or call in (audio only)**

+44 20 3787 4277,,199708291#   United Kingdom, London

Phone Conference ID: 199 708 291#

You do not need to have a Teams account or download the app to attend this. If you need any support to use Teams, you are welcome to contact kis\_involvement@kcl.ac.uk.

**Any questions?**

If you have any questions, would like to discuss the role further, or require any additional support to be able to apply for the role, please get in touch with Len Demetriou and Rachel Rowan Olive on **kis\_involvement@kcl.ac.uk** (KIS Patient and Public Involvement Co-ordinators).