Role profile

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| **Role title** | **PLG Lay Member** |
| **Committee** | **PLG** |
| **Payment** | **Voluntary, with attendance allowance paid** |

| ***Job Overview– purpose of the role*** |
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| *Describe as concisely as possible the overall purpose of the job and what success looks like.* |
| The BMA is the voice of doctors and medical students in the UK. The Patient Liaison Group (PLG) provides the BMA with an informed patient view on critical matters of interest to the profession, and to patients. The PLG comprises 11 lay members and 5 members from the medical profession.  This role profile applies to lay members only and does not cover the PLG chair, deputy chair or doctor members. It is intended as a guide for candidates and members and will be periodically updated in order to provide a current and fair representation of the main duties and responsibilities of PLG members.  PLG strive to create an inclusive environment where all experiences, views, and ways of working are welcome and valued. |

| ***Core Duties and Responsibilities*** |
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The core duties of PLG members and any key responsibilities:

* Attend and contribute to three whole-day PLG meetings per session and take part in or facilitate discussions
* Comment and advise on matters of BMA policy from the perspective of patients, carers and the public.
* Contribute to consultation responses on matters requiring a patient or carer perspective.
* Initiate debate on a specific area of healthcare policy, and put forward matters for consideration regarding future BMA policy development
* Be a PLG representative on another BMA committee and/or project group and provide a brief report after attending the meetings
* Attend and contribute to one symposium per session
* Promote the work of the PLG within and outside of the BMA
* Collaborate with BMA secretariat and other BMA executive and support staff in relation to PLG’s work by responding to requests for information such as consultations or reports in a timely fashion
* Be enthusiastic, able to work on own initiative and persuasive

| ***Time Commitment*** |
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| That which is needed to ensure that the committee member’s duties are carried out effectively:   * Three full-day PLG meetings (normally 11am to 4pm). During Covid, meetings have taken place remotely. It is our aim to return to at least one face to face meeting annually. * One full-day PLG symposium at BMA House London. * Two hours reading and preparation for committee meetings. * Depending on the committee or project allocated, approximately four full day or half-day meetings or online conferences in relation to PLG/BMA projects or committee meetings (this will vary and will be discussed with you in advance). * An average of two hours a week, reading, commenting on documents or contributing to discussions. |

| ***Person Specification*** |
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**Knowledge and experience**

We endeavour to invite members from a broad range of backgrounds, demographics, and cultures. We seek to create an inclusive environment where all experiences, views and ways of working are welcome and valued. We are looking for people who can make a contribution based on their experience. For example:

* Carer or patient
* Member of an illness/disease-interest group, or a local, community, or national patient-interest group.
* Patient advocate or expert patient programme facilitator.
* Someone who has worked or volunteered in a healthcare or community health related setting.

We particularly welcome applications from people from under-represented groups and with protected characteristics.

* Some experience of working on, or with committees, or lay involvement in the health sector with the ability to present a patient perspective is helpful, but not essential.
* You will need to have a broad understanding of the NHS and/or community or social care and the role of doctors in the UK.

Whichever your area of expertise, you are asked to contribute to the PLG as an individual and not as a representative from another organisation.

| ***Competencies*** |
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| PLG members should demonstrate the following competencies:  **Influencing and persuading**   * You are able to form and express ideas and opinions * You have the confidence to contribute to debates and discussions, present an alternative point of view and challenge constructively.   **Analysis**   * You are able to understand policy ideas and see how they will impact on patients and the public. * You can make connections between individual experiences and policy development.   **Teamwork**   * You are able to contribute to towards the group aims and objectives. PLG respect people’s preferred way of working. * You make realistic commitments and deliver on what is promised * You respect confidentiality |

| ***Skills*** |
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| **Use of IT**  As much of PLG correspondence is conducted electronically, it is necessary for members to have regular access to a device and the internet where they can send and receive emails. The BMA use Microsoft Teams for remote meetings which can be accessed via devices or telephone. It is helpful for members to be comfortable IT users. As part of the induction process we provide support and guidance to help you engage virtually in the committee meetings. The BMA practices a paper-light policy. |

| ***Additional Information*** |
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**Induction**

All PLG members are invited to participate in an induction day and are provided with guidance and support on how to participate fully as a committee member. We also offer a buddy system where new PLG members can get matched with long standing PLG members for informal support.

**Meeting dates**

The meeting dates are notified in advance of the beginning of every session, which runs July to June. Provisional dates for the 2021-2022 session have not been confirmed and will be provided with the candidates at interview stage.

**Doctor members**

This role profile does not relate to past or current doctors, who are recruited separately to PLG.

| ***Payment*** |
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| This is a voluntary position. An attendance allowance will be paid for committee meetings and other meetings approved by secretariat. The attendance allowance is £75 per day. Appropriate meeting expenses for travel or accommodation, supported by receipts, are reimbursed. Please note that attendance at all meetings must be approved for reimbursement by the PLG secretariat prior to attendance.  The [BMA Family Friendly Fund](https://www.bma.org.uk/what-we-do/committees/committee-information/care-support-for-bma-activities) provides a range of care arrangement for childcare/ dependent support to help committee members participate fully in the committee’s activities. If attendance at a BMA meeting requires you to be away from home when you would normally be looking after a child or dependent, the BMA will reimburse the costs of additional care you need to arrange as required. Creche facilities are also available at BMA House London. |

| ***Reasonable adjustments*** |
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| We endeavour to invite members from a broad range of backgrounds, demographics, and cultures. We respect individual needs and preferred ways of working. We are happy to discuss any aspect of contributing to PLG and BMA work. Please do not hesitate to get in touch with us at [info.plg@bma.org.uk](mailto:info.plg@bma.org.uk) |

| **Sign-off** | |
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| Manager: | Date: |
| Role holder: | Date: |