

Supporting Information:

In the first year of the Trustwide Service User Expert by Experience group we aspire to develop from a group which reports to Quality and standards committee, to become a sub-committee of the Trust board.

We are also working toward will developing the role from a reimbursed involvee role to a employed fixed term contract role - this will help give the Expert by Experience representatives the authority and accountability to deliver their work

Because of this you would need to be prepared to accept the role in a paid and fixed term contracted capacity when this change happens.

We will be considering how to represent the needs of adults with organic conditions such as dementia, Children and Young people, people who use our services for shorter periods of time and Carers in separate pieces of work

Which services are secondary care?

If you receive a care plan - CPA, then you receive treatment in secondary care. These services might be called recovery team, Early Intervention, therapies, complex intervention, intensive, inpatients

If you aren't sure call contact the patient experience team who can help 01225 362800

Services which aren't in secondary care are Improving access to psychological therapies (IAPT), primary care liaison service (PCLS) or others where you are seen for a short amount of time perhaps for assessment and advice – we'll consider separately how these needs can be represented in the future.

Why a two year term

This allows for a wide range of people to have the opportunity to represent others and keeps the group representative of the people it serves

Why current access

We want to focus on the current experience of care and using this to influence the future

Key Dates:

We'll provide an induction and training day in early September (before September 19th)

The Trust Annual General Meeting is On September 19th and we will publically launch the group

All meeting dates will be held at Trust Headquarters, Bath NHS House, Bath BA1 3QE

Arrival 1800 onwards; Start 1830 and Finish 2030

2 nd October 2019	1 st April 2020
6 th November 2019	6 th May 2020
4 th December 2019	3 rd June 2020
8 th January 2020	1 st July 2020
5 th February 2020	5 th August 2020
4 th March 2020	2 nd September 2020

Patient Experience team details

Email: awp.patientexperienceteam@nhs.net

Telephone: 01225 362800

Office hours 0900-1630

Postal address: Patient Experience Team, Nursing and Quality, Bath NHS House, Bath BA1 3QE

Local Involvement Coordinators details

Involvement Co-ordinators				
First Name	Surname	Email	Mobile	Area
Ivor	Bermingham	i.bermingham@nhs.net	07887 756110	Swindon
Teresa	Bridges	teresa.bridges@nhs.net	07827 825950	Wiltshire
Stephen	Budd	stephenbudd@nhs.net	07788 415435	N. Somerset
Nicola	Burchill	nicola.burchill1@nhs.net	07703 382159	S. Glos
Stephanie	Hares	awp.bristolsuinvolvement@nhs.net	07816 491784	Bristol
Marcella	Maloney			Bristol
Lilliana	Rawlings	l.rawlings@nhs.net	07917 210187	BaNES
Penny	Stanbury	p.stanbury@nhs.net	07833 046963	Specialised
Luisa	Suarez	luisa.suarez@nhs.net	07825 844357	Secure

How to Apply

Applications close: Wednesday August 7th

Online: Complete the attached form and send to the Patient experience team inbox awp.patientexperienceteam@nhs.net you will receive a reply to confirm we have received your form.

By Post: Either print your own form or request a paper copy from us (allow time for delivery)

Please complete all details in the application form, without the full information we might not be able to consider your application

Please send it by post to:

The Patient Experience Team - Nursing and Quality

Avon and Wiltshire Mental health Partnership NHS Trust

Bath NHS House

Bath

Ba1 3qe

For postal applications only: Ideally we need to receive your application by August 7th. But we will consider applications which are post marked with the date August 7th if they are sent first class.

This allows them to be delivered on August 8th and included in the process where we decide who to invite for interview – which is called shortlisting.

We won't be able to consider applications that don't arrive in time to be shortlisted.

(Please be aware of your post box last collection time)

Your Locality Involvement Coordinator will be able to provide help as can the Patient experience team on 01225 362800

If you need help with your application or want to ask a question, please get in touch as soon as possible – we expect to be answering questions from a lot of people, we can't guarantee to be immediately available. We will do our best to provide an answer as soon as possible.

If you require an alternative version of the application form such as large print please contact us via awp.patientexperienceteam@nhs.net or 01225 362800

What happens next?

We will respond to all applications to let you know if we can offer you an interview.

We expect to do this on Friday 9th August

If you sent your application via email, we will let you know by the email address you provide on the application form

If you have sent a paper copy and we are able to offer you an interview we will phone you on Friday 9th August between 1000 and 1500

If you sent a paper copy and we aren't able to offer you an interview, we will send you a letter by Friday 9th August at the latest, by first class post.

The Interview dates are Wednesday 21st August and Thursday 22nd August at Bath NHS House in Bath. We are able to offer a small number of early evening interviews on the 21st for people whose employment or responsibilities prevents attendance in the day time.

The interview will be with three people, and last around 30 mins.

We will provide more details to those we are able to offer interviews too and have a phone call before the day. We will offer help and support to prepare for your interview if you would like.

We will pay your travel expenses for the interview.

Reimbursement and Expenses:

This role will be reimbursed at £18 an hour, with an expectation of 6-8 hours a month. Two of these hours will be spent at the monthly evening meeting.

Travel expenses are paid cash at the rates below, on the day.

Parking is available at Bath NHS House.

TRAVEL CLAIMS ALLOWABLE	
Mode	Amount that can be claimed
Car	40p per mile
Passenger	Additional 5p per mile
Motorbike	25 p per mile
Bicycle	15 p per mile
Train	Standard class fare. We'll need a copy of the ticket or receipt
Bus	Fare. We'll need a copy of the ticket or receipt
Taxi	Where public transport isn't a realistic option or if you have a access requirements that require a Taxi, please contact to arrange a booking using our account.

DBS:

Applicants who are successful at interview will need to have an enhanced DBS check.

If you do have convictions, cautions, reprimands or final warnings: Having a disclosure doesn't automatically prevent you from being offered the role - we'll look at your case and it will be considered on an individual basis dependent on the circumstances and nature of what happened

All information will be treated with the strictest of confidence; however not to telling us about convictions, cautions, reprimands or final warnings could mean we aren't able to offer you a role

Benefit Claimants

This is a reimbursed opportunity, which we hope will become a paid, fixed term contract job. So this may affect any benefits that you receive, and/or your income tax or student loans.

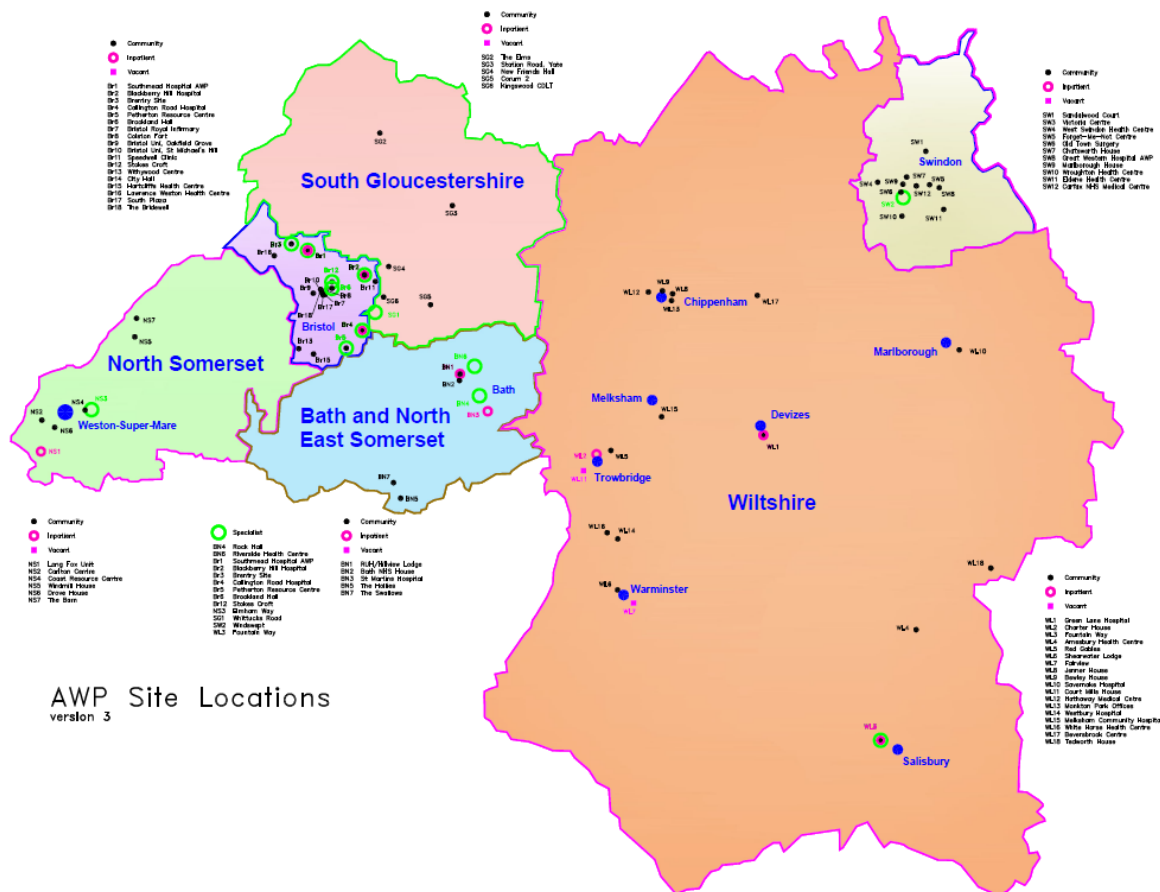
AWP staff aren't able help to fill out any benefits forms. However, we can signpost you to people that can help; such as <https://www.citizensadvice.org.uk/>

If you need help filling in the questionnaire, you can:

- ask a friend, relative, carer or support worker to help you
- call Jobcentre Plus on 0345 608 8545. They can arrange for someone to talk you through the questions over the phone.

If you want more information about permitted work, please visit www.gov.uk
 We provide a monthly payslip which can be used to evidence payments

The Trust:



Avon and Wiltshire Mental Health Partnership NHS Trust (AWP) is a significant provider of high quality mental health services across a core catchment area covering Bath and North East Somerset (B&NES), Bristol, North Somerset, South Gloucestershire, Swindon and Wiltshire. Our Trust also provides specialist services for a wider catchment extending throughout the South and South West.

Our aim is to enable and empower people to reach their potential to live fulfilling lives through providing recovery and reablement focused services that yeild positive outcomes for our service users and their carers.

Specifically, the Trust provides services for people with mental health needs, with needs relating to drug or alcohol dependency and mental health services for people with learning disabilities. We also provide secure mental health services and work with the criminal justice system.

Increasingly AWP provides treatment and care in people's own homes and other community settings, reflecting the preferences of our service users. Our community services are supported by high quality inpatient services that provide short term assessment, treatment and care.