ECHOES Application Steering Group Lay Members – Role Profile

### The ECHOES consortium is seeking to appoint up to 8 Lay Members to sit on our Application Steering Group

ECHOES is an international team of doctors, researchers, scientists, and industrial partners aiming to make a giant leap in cardiovascular healthcare – and we need the essential input of patients and the public to best address the needs of individuals with all forms of heart disease, particularly long-term conditions such as heart failure, coronary artery disease, angina, atrial fibrillation, valve disease, pulmonary hypertension, and congenital heart disease.

ECHOES has been shortlisted in the final four teams of the £30 million British Heart Foundation ‘Big Beat Challenge’, and we are now working to shape our full application to be submitted Jun 6th. We are seeking up to eight lay members to co-develop this with us, provide research ideas and questions and embed meaningful patient involvement within the project if funded.

ECHOES seeks to understand broad questions including:

1. What are the views of the public, people living with heart disease, and healthcare professionals on the use of ECHOES digital technologies to improve cardiovascular medicine?
2. How could digital technologies such as smartphones, smartwatches, wearable medical devices, home sensing and other technologies improve prediction, prevention, diagnosis, treatment personalisation and monitoring of heart diseases?
3. How can data from digital technologies be combined with existing medical data in a format that supports patients and healthcare professionals make the right decisions?
4. What are the opportunities and risks of using digital technologies in cardiovascular healthcare?

**THE IMPACT YOU’LL HAVE**

This role will give you the chance to contribute to a major project seeking to improve cardiovascular healthcare. Our technologies can only work if people find them acceptable to use, trustworthy, and are confident that they will improve healthcare. This can only be achieved if the public and patients have trust and confidence in the use of health data for research and innovation and it is important that we strike an appropriate and safe balance between recognising the benefits and the risks of this activity. We can only do this with your help to ensure the projects that are approved are in the best interests of people affected by heart disease.

**IN THIS ROLE, YOU’LL BE REQUIRED TO…**

* Devote up to 20 hours between April 30th -June 6th 2021 to this role
* Review the ECHOES draft project proposal via Google documents (training in this is available if required to set up a Google account) in a timely manner according to the deadlines of the project and competition
* Attend and actively participate in 2-3 Application steering group meetings.
* Actively participate in additional ad hoc meetings and/or correspondence and decision-making by email to ensure that decisions are made in a timely manner.
* Prepare for each meeting by reading any paperwork required
* Contribute in a constructive and thoughtful manner to give your opinion and advice as a patient, carer or member of the public on topics like:
  + The interests and values of patients and the public in health data use
  + Being open, transparent and accountable
* Provide an independent perspective on strategic areas of work
* Actively participate in training and other meetings and events as agreed in advance
* Respond to communications and request for input in a timely manner
* Respect the viewpoints of others
* Maintain confidentiality

**EXPERIENCES AND SKILLS WE’RE LOOKING FOR…**

Experience of:

* heart and circulatory disease (either as a patient, carer or family member)
* sitting on a Committee (in a professional or voluntary role although this is not essential)
* reading and absorbing complex information (seeking clarity through key contact and/or through own research)
* having the confidence to voice own opinions clearly and participate in group discussion
* listening to and respecting differing opinions while feeling able to challenge constructively
* demonstrating commitment to openness & transparency
* **a diverse range of backgrounds; we need people of all ages, from different communities, ethnicities, regions, nationalities, work and educational levels.**

Interest in:

* how health data is collected, processed, used and safeguarded
* how cardiovascular healthcare is delivered and could be improved
* the role of research in improving health and healthcare for patients and population
* the use of innovative approaches to patient and public involvement and engagement
* willingness to learn about health data and the language used
* have an awareness of equality & diversity

Remember, you don’t need to be in favour of our project; we want our lay members to be as representative as possible and willing to challenge our ideas and plans. We need a mix of thoughts and opinions – all we ask is that you are respective of the views of others and are interested in this area of work.

|  |  |
| --- | --- |
| Length of Role | April 30th -June 6th 2021 |
| Location | Meetings will be held online by video conference (Zoom or other video technology) |
| Time Commitment | An initial 2-hour induction session with all lay members  2-3 one hour meetings with the ECHOES team and/or other lay members  Approximately 10-15 hours to read and comment in writing on the ECHOES draft proposal and other documents  You may be invited to attend other meetings and events as relevant to the role but this will be optional. |
| Honoraria and Expenses | Honorarium payments cover attendance at meetings and reviewing documents at rates set by NIHR Involve <https://www.nihr.ac.uk/documents/reward-and-recognition-for-public-contributors-a-guide-to-the-payment-of-fees-and-expenses/12248>  For meetings the honorarium is £25 per hour, while for reviewing documents of less than 50 pages it is £50. It is important you consider what effect this may have on your tax or benefits. We will need you to complete a claim form and payments may take some time to be processed.  We will refund reasonable travel and accommodation where agreed in advance. |
| Support in your Role | We will support you to carry out the role by providing:   * A mandatory 2 hour training / induction session on 30th April 1-3pm UK time * An assigned key contact within the ECHOES team who will provide you with relevant information and will be available to answer any questions * Ad-hoc training as required by individual Lay Members to fulfil this role |

**HOW TO APPLY**

* Email **t.j.chico@sheffield.ac.uk** by **Friday April 23rd 2021** with a completed Application form (below)
* Shortlisted applicants will be invited to an informal interview, over videoconference, on **week commencing April 26th 2021 (date&time to be confirmed after receipt of Expressions of Interest)**

**Equal Opportunities Policy Statement**

We are an equal opportunities employer, and as such aim to treat all applicants fairly. It is our policy to provide equality to all, irrespective of:

* Gender, including gender reassignment
* Marital or civil partnership status
* Having or not having dependants
* Religion or belief
* Race (including colour, nationality, ethnic or national origins)
* Disability
* Sexual orientation
* Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, volunteers and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

ECHOES Lay Members – Application Form

### The ECHOES consortium is seeking to appoint up to 8 Lay Members to sit on its Application Steering Group

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Email Address:** |  | **Telephone number:** |  |
| **Please tell us why you are interested in becoming a Lay Member for the ECHOES Application Steering Group (up to 250 words)?** | | | |
| **Please tell us how you think you could add value to the ECHOES team, referring to the role profile above (up to 500 words).**  *This could include skills you have gained in your professional, voluntary and personal commitments and could include your experiences of heart and circulatory conditions.* | | | |

**Important Dates:**

* Deadline for ‘Expressions of Interest’ – **Friday April 23rd 2021**
* Interview, over videoconference – **week commencing April 26th 2021 (date&time to be confirmed after receipt of Applications)**
* 2 Hour Induction Session for all lay members – **Friday 30th April 2021 1300-1500hrs UK time**

When you have completed this **Application form please** **email it to** [t.j.chico@sheffield.ac.uk](mailto:t.j.chico@sheffield.ac.uk) **by Friday April 23rd 2021**. The ECHOES team will shortlist applications and get in touch to let you know next steps.

If you have any questions or need any help completing the form, please email [t.j.chico@sheffield.ac.uk](mailto:t.j.chico@sheffield.ac.uk)

Please note that to support you in your role and to ensure you have the information you need you will be contacted by the ECHOES team employed by the University of Sheffield

Please have a look at the University of Sheffield Privacy Policy to find out more information about how the organisation collects and uses the personal information you provide to us; <https://www.sheffield.ac.uk/govern/data-protection/privacy/general>