

Mind and Body Programme

Expert Advisory Group Member Role Description

Title: Expert Advisory Group Member

Time Commitment: Expert Advisory Group meetings will be typically held every three months (quarterly) for two hours. If additional meetings are required you will be informed in advance.

Venue: We intend to hold meetings at King's Health Partners Offices on Guy's Hospital Campus. It is possible the venue for meetings and events may vary across King's College Hospital, Guy's Hospital, Maudsley Hospital and King's College London sites depending on what suits the group and availability of rooms. We will ensure each room is accessible.

Expenses: Refreshments will be provided. Travel expenses will be paid.

Who will support me?

The Mind and Body Programme Support Officer will be the main contact for the group. You are encouraged to talk through your support needs with the Programme Support Officer in advance of submitting the Interest Form.

Who are we looking for?

We are seeking willing participants who are either:

- a person who is experiencing or has experienced co-occurring physical health and mental health issues and has accessed services from Mind and Body Programme partners.
- a carer or family member of someone experiencing both physical and mental health issues.

Please note, we reserve the right to take a view across all applications, and to select individuals to ensure diversity in the group and that the group is as representative of our local communities as possible.

The Mind and Body Programme is committed to engaging patients, service users, their families and carers and the wider communities we serve in the development and implementation of the programme. Patient and public engagement will be a continuous process of working together with patients, service users, carers and other stakeholders to design, develop and deliver high quality integrated care, in a way that best meets their needs.

Our core aim for engagement is to ensure that local people with lived experience of both mental and physical health issues, are involved in our work to improve care for those with 'mind and body' health issues and, as appropriate, are actively engaged in co-designing care at a level they feel comfortable with.

The Expert Advisory Group will be established as a working group of the Mind and Body Programme Board. The group's membership will comprise of approximately 10-15 service users and patients with lived experience, their carers and families. The group's core focus will be to ensure that the

views of patients, carers and families are taken into consideration as part of the Mind and Body Programme vision and implementation strategy.

What is my role as a member?

Expert Advisory Group Members will:

- Provide a commitment to the group, attending as many meetings as you are able, and acting as a representative of the group in other forums (for example the Mind and Body Programme Board and Mind and Body events) when required.
- Contribute to meetings in a constructive and respectful manner, offering ideas and opinions relevant to the topic of discussion.
- Demonstrate a collaborative and considerate approach to the work and to others in the group.

There may be optional opportunities to contribute to other project work which has been identified as an area of need by the group and assist with the co-design and co-facilitation of wider engagement events.

What are the responsibilities for the Mind and Body Programme to you?

The Mind and Body Programme will:

- Ensure meetings are held at accessible locations, with adequate refreshments. Meetings will be arranged at the most convenient time for the entire membership.
- Invite open and honest feedback from the group.
- Respect the views and opinions of the group.
- Provide the group with the opportunity and the time to contribute to decision making.
- Ensure the language used in meetings is clear, comprehensible and does not contain unexplained medical jargon.
- Respond to queries from the group in a timely and efficient manner.

How do I become a member of the group?

1. Please read through the role description and proposed terms of reference for the Expert Advisory Group.
2. If you are interested in becoming a member please complete the Interest Form and email to eliza.hinchliffe@slam.nhs.uk.
If you are unable to complete form via email please contact Eliza on 0207 188 7188 extension 54124 to arrange for the form to be posted to you or completed over the phone.
3. You will be contacted by the team via your preferred method of contact within 1 week to discuss your interest.

For further information relating the role and to discuss any issues or questions at any point please don't hesitate to contact Eliza via email (eliza.hinchliffe@slam.nhs.uk) or phone 0207 188 7188 extension 54124.