

# UCLPartners Patient, Carer and Public panel recruitment FAQ

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## About UCLPartners

*The following questions provide some background on UCLPartners, the challenges we are trying to address, and why patient, carer and public involvement is important to our work.*

### **What problem is UCLPartners trying to help solve?**

Health and care services face growing challenges, including increasing demand and workforce pressures. These challenges can make it harder for patients and carers to get the support they need, and place increasing pressure on the healthcare professionals delivering it. Healthcare systems must adapt to improve health access and outcomes for all. Innovation can help meet the needs of today and the challenges of tomorrow by inventing new solutions, supporting the adoption of effective ideas, and spreading what works well across the system.

### **How does UCLPartners provide a solution?**

UCLPartners is a health innovation company that works across London, and beyond, helping innovations move from promise to real-world impact. Our work spans the full innovation journey. We forecast emerging healthcare challenges and opportunities, develop and prove breakthrough solutions, adopt what works in real clinical settings, and scale innovations so they improve and transform care.

### **How does patient and public involvement and engagement (PPIE) play a role in UCLPartners work?**

We create involvement opportunities for patients, carers and communities to share experiences, views and knowledge, and work with us, to actively inform and shape outcomes of health and care innovation. Real experiences shape tailored solutions that address need.

## **The Patient, Carer and Public advisory panel**

*The following questions provide more information about the purpose and role of members on the Patient, Carer and Public Advisory Panel at UCLPartners.*

### **What does the Patient, Carer and Public advisory panel do at UCLPartners?**

The Advisory Panel works with us at a strategic level to help create an environment that allows involvement work to flourish. They work with us to deliver projects from our **PPIE Strategy**, to improve the ways of working so that involvement happens earlier, more frequently and effectively, and has a bigger impact. They also act as our critical friends to inform wider UCLPartners priorities, directions and decisions when opportunities arise.

### **What is the role of an advisory panel member?**

Panel members work alongside the PPIE Team to:

- Support the delivery and monitoring of the UCLPartners PPIE Strategy.
- Help improve how patients, carers and communities are involved in our work.
- Provide advice, challenge and insight as critical friends.
- Inform organisational priorities, decisions and ways of working.
- Contribute to strategic discussions and decision-making opportunities, including recruitment, funding and award panels.
- Act as ambassadors for effective patient and public involvement across UCLPartners.

### **What is the difference between strategic-level and project-level involvement?**

The Advisory Panel works with us at a strategic level. This means focusing on the bigger picture and helping shape how UCLPartners works as an organisation. Panel members help influence organisational priorities, decisions and ways of working, including how patients, carers and communities are involved across our work.

Project-level involvement focuses on working on specific programme, service or project. For example, this might include attending a workshop, reviewing patient-facing materials, or providing feedback on a particular project.

If you would prefer project-level involvement, you may be interested in joining our **Lived Experience Network**, which offers opportunities to contribute to individual projects and programmes across UCLPartners.

### **How many panel members sit on the advisory panel?**

The Panel will consist of 15 members.

There are a small number of existing Panel members who will stay on the Panel and act as Panel Partners to provide continuity and help support new members whilst they settle into the role.

### **Will I get paid for my work with the Panel?**

We strongly believe that everyone's time and experience is valuable so we will cover the time spent preparing for and attending the meetings.

Panel members are reimbursed £25 per hour for their time and participation in Panel activities.

We will additionally cover, pre-agreed, reasonable expenses that are incurred as part of the Panel (i.e. travel, childcare and carer costs). The payment will be made via a choice of either BACS transfer or voucher.

## **The Advisory Panel Ways of Working**

*The following questions are intended to give applicants an idea of what to expect when working with us on the Advisory Panel. Please note that, following recruitment, we will work with panel members to review and refresh our ways of working to ensure they are suitable for the new panel. While we are keen to bring together a range of different perspectives and experiences, we are equally committed to ensuring the Panel is accessible, inclusive and supportive for all members.*

### **What is the current time commitment involved with the Panel?**

The Advisory Panel currently meets every 8 weeks for a two-hour meeting. There may be some reading or preparation required before meetings, but we do not expect this to exceed two hours per meeting.

Members may also have opportunities to get involved in smaller working groups, review documents, complete surveys, or take part in other activities between meetings. These are optional.

### **What if I can't attend Panel meetings?**

That is absolutely fine. We understand that people have other commitments and may not be able to attend every meeting. We will do our best to support your involvement when arranging meeting dates and times.

Panel meetings typically have around 10 members in attendance, so we expect that not everyone will be able to attend every session. We monitor attendance and involvement opportunities to help ensure activities are distributed fairly across panel members.

### **Can I nominate someone to attend on my behalf?**

No, you cannot nominate someone to take your place at meetings or to complete activities.

### **Will I get paid for sessions I cannot attend?**

Reimbursement is only provided for activities that you take part in. If you are unable to attend a meeting or activity, you will not receive payment for that session.

### **Will I receive support in this position?**

Yes. We want all Panel members to feel supported in their role. New members will have access to experienced Panel members who have chosen to extend their involvement as Panel Partners. Panel Partners can help answer questions, share their experiences, and support new members as they settle into the Panel.

The PPIE Team will also be available throughout your time on the Panel to provide guidance and support whenever needed.

### **How long will my membership last?**

Membership last two years with the opportunity to extend this at the end of the term for an additional one year.

### **Can I opt out at any time?**

Yes. We would be sorry to see you leave, but we understand that circumstances can change. If possible, we ask that you provide advance notice if you decide to step down from the Panel.

Please be aware that if you choose to leave the Panel, you will not be able to rejoin during the current term. If you are considering stepping down, we encourage you to speak with a member of the PPIE Team first. Depending on your circumstances, there may be options available, such as taking a temporary break from Panel activities.

## Recruitment process

*The following questions provide more information about the recruitment process, including why we are recruiting, who we are looking for, what applicants can expect, and how to apply to join the Panel.*

### Why are we recruiting?

The term for our current panel members is coming to an end, so we are recruiting new members to bring their lived experiences, perspectives and ideas to the Panel, helping us continue to strengthen patient, carer and public involvement across UCLPartners.

### Who are we looking for?

We want to work with a diverse range of people who live or receive care in:

North East London	North Central London
<ol style="list-style-type: none"> <li>1. Barking and Dagenham</li> <li>2. City of London</li> <li>3. Hackney</li> <li>4. Havering</li> <li>5. Newham</li> <li>6. Redbridge</li> <li>7. Tower Hamlets</li> <li>8. Waltham Forest</li> </ol>	<ol style="list-style-type: none"> <li>9. Barnet</li> <li>10. Camden</li> <li>11. Enfield</li> <li>12. Haringey</li> <li>13. Islington</li> </ol>

We are looking for people who are interested in working with us at a strategic level to help strengthen patient, carer and public involvement across UCLPartners. As an Advisory Panel member, you will use your experiences and perspectives to help influence organisational priorities, decisions and ways of working, as well as improve how patients, carers and communities are involved in our work. You can find out more in the section "*What is the role of an Advisory Panel member?*"

It is also important to us that the membership of our group represents the diverse population of our community. Therefore, we welcome applications from all and are particularly seeking applications from black, Asian and other minority ethnic groups, people of working age, and young people (18-30 years).

### What skills or experience will I need?

You do not need any specific skills, qualifications or previous involvement experience to join the Advisory Panel. We are looking for people who are enthusiastic, interested in improving health and care through an organisational strategic lens, and willing to share their experiences, views and ideas.

As an Advisory Panel member, you will help further develop our approach to involvement so that patient, carer and communities are included in UCLPartners work. You will also play a strategic role in informing and strengthening organisational priorities, decisions and ways of working.

We value a wide range of experiences and perspectives, and support will be available to help you contribute confidently in your role.

### **How does the recruitment process work?**

- **Step 1 Submit your application:** Applications will be open from Monday 22<sup>nd</sup> June 2026 and will close on Monday 20<sup>th</sup> July 2026 at 12pm.
- **Step 2 Application review:** Following the closing date, the PPIE team will review all applications.
- **Step 3 Informal conversations:** Shortlisted applicants will be invited to a short informal conversation with a member of the PPIE team during the week commencing Monday 3<sup>rd</sup> August 2026 to Friday 14<sup>th</sup> August 2026. To support attendance, those invited will receive a £10 digital Love2Shop voucher in recognition of their time.
- **Step 4 Recruitment outcomes:** Following the informal conversations, successful applicants will be invited to join the Advisory Panel.

We will keep applicants informed throughout the process and ensure that everyone receives an update on the outcome of their application.

### **How do I apply?**

You can apply online using our application form here: <https://bit.ly/UCLPJoinPanel>

If you would prefer to complete a paper application form, or require any support with your application, please contact us at [ppie@uclpartners.com](mailto:ppie@uclpartners.com) and a member of the team will be happy to help. We can talk through the application with you, complete the form over the telephone, or discuss any other support you may need.

Applications close on Monday 20<sup>th</sup> July 2026 at 12pm.

### **Can I talk to someone about getting involved?**

Absolutely. If you still have any questions, or would like an informal discussion with a member of the team, please get in touch via [\*\*ppie@uclpartners.com\*\*](mailto:ppie@uclpartners.com) or give us a call on **020 3821 6506**.