

The Responsibilities and Duties of the Lay representative as a member of the JRCPTB Management Board and Specialty Advisory Committee

Responsibilities

The lay representatives are full members of the JRCPTB Management Board (MB) and Specialty Advisory committee (SAC) and actively participate in its work and other projects between board meetings.

The individual is responsible to the Chair of the MB or SAC, and subject to the same guidance as other members.

Lay representatives will:

- a. Take an independent overview on the general proceedings and promote the viewpoint of the general public, and the patient in the development of the policies and processes of JRCPTB.
- b. Have experience of training and assessment, policy, ethics or quality assurance
- c. Be willing to travel to London (travel costs covered).
- d. Have the time available to take part in RCP activities and prepare appropriately.
- e. Have the ability to understand patient and carer concerns.
- f. Have self confidence in a mixed group of professionals, and take an active part in meetings.
- g. Demonstrate a balanced, broad view of matters relating to healthcare.
- h. Put views across clearly, constructively and sensitively, taking into account responsibilities and expertise of others.
- i. Be able to look at a situation from a variety of perspectives, not purely from own experience, and be objective.
- j. Have good communication and team work skills.
- k. Be able to listen to, read and assimilate information and weigh evidence.
- l. Demonstrate tact, discretion and maintain confidentiality.
- m. Have a willingness to become familiar with medical language

Requirements

It is a requirement for all lay representatives to:

Provide a current CV and confirm that they have received equality and diversity training or be willing to undertake training

Participate in training as instructed by the Chair.

It is the responsibility of the Chair to ensure that Lay representatives are appropriately trained and receive feedback on their performance. If for any reason the performance of the lay representative fell below expectations it is the responsibility of the Chair to invite them to stand down.

Time Commitment

The JRCPTB MaP will normally hold three half day meetings per year in March, June and October and SACs will hold three to four half day meetings per year, depending on the speciality

Lay representatives will normally remain on the JRCPTB committees for 3 years.

Attendance at these meetings will be monitored and members may be asked to stand down if they fail to attend regularly.

Confidentiality

Lay members shall not release confidential information gained as a result of their involvement with JRCPTB to any external third party without the written approval of the JRCPTB

Conflict of Interest

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the Medical Director.

Financial aspects

This is an unpaid position but travel expenses will be reimbursed.