



Paramedic Programme

Patient and Public Involvement (PPI) Panel

Terms of Reference

Background

The London Ambulance Service Paramedic Programme recognises that patient and public involvement (PPI) brings an essential and independent assessment to the work of the Academy. Being separate from the day-to-day running of the LAS, patients and public involvement can be an integral component in the development and shaping of the Academy's training programme and its outcomes.

The Paramedic Programme is an in-house programme to enable currently employed Emergency Medical Technicians (EMT) and Emergency Ambulance Crew (EAC) the opportunity to progress to Health and Care Professions Council (HCPC) registered Paramedic status.

The Paramedic Programme consists of an access 'ramp' module lasting six months, followed by three semesters of study, each lasting a further six months.

The total time from engagement on the 'ramp' module to completing the semesters is two years. During this time, students must continue their clinical practice with Placement Educators (PEs).

The PPI Panel is committed to equality, diversity and inclusion in all of its activities.

These Terms of Reference (ToR) are intended to assist the PPI Panel to play its role as part of the Paramedic Programme.

The Role of Lay Members of the Paramedic Programme (PPI) Panel

1. To meet with the Programme Manager and Programme Leads quarterly at PPI Panel meetings.
2. To provide a patient and public perspective on the overall aims and objectives of the Programme.
3. To advise on the development, delivery and progress of the Programme.
4. To provide assistance with the internal recruitment of students to the Programme, including participation in selection interviews
5. To assist with module development.
6. To assist with the recruitment of Lay Members to participate in the Programme delivery for each semester.
7. To report to the HCPC Internal Paramedic Programme Steering Group Meeting on a quarterly basis.

Membership of the Paramedic Programme (PPI) Panel

- 1) The PPI Panel shall have a membership of no more than 3 Lay Members and 3 Academy staff.
 - See *page 4 – Academy Staff*
 - See *page 5 - Patients’ Forum for the LAS PPI Panel Lay Members*
- 2) Academy staff membership of PPI Panel will be:
 - The Programme Manager Paul Bates
 - The Programme Lead Dominic Browne
 - The Programme Lead Angela Hilliard
- 3) When there are vacancies on the PPI Panel, membership will be open to patients and members of the public who are able to meet the time commitments and are prepared to participate in training to enhance their skills.
- 4) Lay Members may be sought from:
 - LAS Trust members
 - Healthwatch
 - The Patients’ Forum for the London Ambulance Service
 - Relevant and appropriate voluntary organisations

Frequency and Duration of Meetings

- 1) The PPI Panel will meet quarterly and members should attend all of these meeting if possible.
- 2) Meetings of the PPI Panel will last no more than two hours.
- 3) PPI Panel meetings will be held two weeks in advance of Steering Group meetings, to ensure that Minutes and issues from the PPI Panel can be presented in a timely way to the Steering Group.

Expenses

- 1) Travel expenses may be claimed on the submission of an Expense Claim Form. This will be provided on the day of the meeting.
- 2) An Honorarium of £20.00 will be available for each meeting attended.
- 3) The decision to pay for loss of earnings will be subject to discussion and resolution with Margaret Luce – Head of PPI and Public Education for the LAS.

Accountability

- 1) The PPI Panel will monitor the effectiveness of PPI within the Paramedic Programme and will collect feedback from patient and public involvement participants within each module.
- 2) The PPI Panel will invite lay participants on the Paramedic Programme to attend two PPIP meetings each year to provide their feedback.
- 3) The PPI Panel will be accountable to the Steering Group and report on PPI throughout the Paramedic Programme.

Working Methods

- 1) The Programme Administration Team, in liaison with PPI Panel members, will agree agendas for PPI Panel meetings at least seven days in advance of each meeting.

- 2) The Programme Administration Team will ensure that Minutes are taken and shared with PPI Panel members when in draft form.
- 3) The Administration Team will send agendas and draft minutes out seven days in advance of PPI Panel meetings.
- 4) Minutes will be shared with the Steering Group and once agreed may then be placed on the Patients' Forum website, but may be subject to editing on issues relating to confidentiality or privacy.
- 5) A Conflict of Interest must be declared at each meeting of the PPI Panel if a member of the Panel has an interest, or becomes aware of an interest, which could harm the objectives of the PPI Panel or the Paramedic Programme..

Review

The PPI Pane members will review the work of the Panel, and its Terms of Reference annually.

The Academy will share relevant documentation with the PPI Panel for the purposes of the Review.

Academy Staff

Paul Bates	<u>Higher Education Manager</u> LAS Strategic Lead and Health and Care Professions Council (HCPC) named Lead for the Academy HCPC Paramedic Programme.
Dominic Browne Angela Hilliard	<u>Programme Leads</u> Tactical leads and programme development for the Academy HCPC Paramedic Programme.
Paul Johnson	<u>Education Manager</u> Resource lead for the Academy HCPC Paramedic Programme.
Module Leads	Individual module development and day-to-day delivery of the Academy HCPC Paramedic Programme.

Patients' Forum for the LAS

Malcolm Alexander	<p><u>Chair, Patients' Forum for the LAS</u></p> <ul style="list-style-type: none"> - Healthwatch Hackney, Board Member. - Healthwatch and Public Involvement Association, Chair. <p>Former lecturer in patient and public involvement at Westminster University.</p>
Polly Healy	<p><u>Member of the Patients' Forum for the LAS</u></p> <ul style="list-style-type: none"> - Healthwatch Kingston, Member. - Healthwatch and Public Involvement Association, Member. - Sunbury Health Centre Patient and Public Involvement Group Committee Member.
Janet Marriott	

Agreement to the Terms of Reference

NAME	ROLE	DATE	SIGNATURE
Paul Bates	Programme Manager		
Dominic Browne	Programme Lead		
Angela Hilliard	Programme Lead		
Malcolm Alexander	Patients Forum Representative		
Polly Healy	Patients Forum Representative		
Janet Marriot	Patients Forum Representative		

Glossary of Terms Used in the Programme

CEPN	Community Education Providers Network
Cohort	Group of students
EAC	Emergency Ambulance Crew
EMT	Emergency Medical Technician
GSM	Group Station Manager
HCPC	Health and Care Professions Council
HW	Healthwatch
HWE	Healthwatch England
LAS	London Ambulance Service
LHW	Local Healthwatch
PEds	Placement Educators
PFLAS	Patients' Forum, LAS
PPI	Patient and Public Involvement
PPIP	Patient and Public Involvement Panel
PRM	Programme Members
PM	Panel Members
RTP	Return to practise
SEMs	Student Enrolment Management Systems
ToR	Terms of Reference
QGMs	Quality Governance and Assurance Managers

Web Addresses

Equality and Inclusion Team	www.equalityandinclusionsteam@lond-amb.nhs.uk
Health and Care Professions Council	www.hcpc-uk.org
Healthwatch England	www.healthwatch.co.uk
London Ambulance Service	www.londonambulance.nhs.uk
Patients' Forum LAS	www.patientsforumlas.net

