

Sheffield Test Bed Advisory Group (TAG): Terms of Reference

Purpose

The group will provide guidance and advice from a patient, carer or patient's relative's perspective, working as active partners with the Perfect Patient Pathway Digital Care Home Team and Evaluation Team. The TAG members' opinions will be used throughout to guide the development and delivery of the project, and the evaluation in a way that benefits all those taking part.

Membership

The Sheffield Test Bed Advisory Group will be made up of members of the public with experience of one or more long-term health condition.

A minimum of five members are needed for the group to continue operating.

Roles and Responsibilities

The Test Bed Advisory Group will;

- Act as a critical friend, providing scrutiny and holding the project team to account
- Give feedback on public-facing documents and materials that will be used in the project
- Give views on the suitability of the project for those taking part
- Identify things that might be missing or of concern in the project from a person who uses services, relative or carer perspective and suggest solutions
- Inform the project and evaluation recruitment process
- Give feedback on the findings of the project and Perfect Patient Pathway programme and advise how these should be presented and shared
- Help raise awareness of the Digital Care Home project
- Advise and guide the project delivery team and the evaluation team

Other involvement opportunities may arise as the project develops.

Meetings and contributions of Test Bed Advisory Group members

Being a member of the Test Bed Advisory Group will involve the following:

- The Digital Care Home project will finish at the end of December 2018. We understand that people's circumstances may change over time and if you can no longer continue being a member this won't be a problem, but please let us know
- The Group will have face-to-face meetings approximately every 8 weeks at The Circle in the city centre and refreshments will be provided
- Face-to-face meetings will last approximately 2 hours and will take place in the afternoon
- Documents that will be reviewed during face-to-face meetings will be sent out by email or post approximately 1 week in advance of meetings
- Travel costs for face-to-face meetings will be reimbursed, as will any PA or childcare costs resulting from the meetings
- If you cannot attend a face-to-face meeting, you will be able to contribute via email or over the phone instead
- In addition to face-to-face meetings members may be asked to give input by email or over the phone
- After face-to-face meetings, a summary of the meeting will be sent to all members

Communication

- Information and papers will be provided in a format suitable for members. Please let us know if you require information in a particular format
- If Test Bed Advisory Group members need to discuss anything in-between meetings, they can do so via email or phone

Reviewing the Group



Members can give feedback about how the group is working either during meetings or by phone, email or in person at any point.

Contact details

If you have any queries or concerns, please contact:

Laura Cook (Policy & Evidence Officer, Healthwatch Sheffield)

Tel: 0114 253 6646 / 0114 2536688 (main office)

Email: l.cook@healthwatchsheffield.co.uk