

Bradford Teaching Hospitals
NHS Foundation Trust

Membership
e newsletter



Dr Maxwell Mclean

Membership e-Newsletter Summer 2022

Welcome to the summer edition of my e-newsletter to our foundation trust members.

We are doing all we can to keep our patients, staff and visitors safe. We recently relaxed our rules on mask wearing, although we still required masks to be worn in clinical areas. However, given the increase in Covid-19 cases we are now asking that all staff and visitors return to wearing masks in all clinical, non-clinical and public areas of the Trust with immediate effect.

Supplies of masks have been reinstated at our hospital entrances. All visitors to our non-Covid wards are able to visit but must wear a mask to protect our patients and staff from the spread of Covid-19 and other infections. We also recommend that visitors wash their hands or use hand gel frequently and maintain social distancing where possible. These rules apply to all our hospitals; BRI, St Luke's, Westbourne Green and Westwood Park. The Trust is also urging visitors not to attend if they are showing any signs that they may be infected with Covid-19. Tests are not available as they were previously for the majority of people. The official government guidance is available [here](#) on what to do if you suspect you have or it is confirmed that you have Covid-19. More comprehensive information about visiting and keeping in touch with patients at our hospitals can be accessed [here](#).

We have planned on re-introducing more face-to-face meetings and our Council of Governors meeting on 21 July was held in public at Indus Hall, Kala Sangam Arts Centre in central Bradford. It has been just over two years since we were able to last meet together face to face. A list of the key items discussed will be included in my next e-bulletin however the agenda and papers from the July meeting are available [here](#).

Useful links

Our previous Council of Governors meeting took place on 28 April. Our most recent Board meeting took place on 14 July, however our last recorded Board meeting was on 14 May. Key highlights from these meetings are provided below along with the links to our YouTube Channel.

All our Trust news can be found [here](#) and if you specifically want to find out more about the Covid-19 vaccination programme for our area, please click [here](#).

I hope you find the above, and the following, useful and would ask that you share this e-newsletter with people you know. If you would like to get in touch with either myself or our Governors, then we would be pleased to hear from you. Our contact details are at the end of this e-newsletter.

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1. Council of Governors quarterly meeting on 28 April 2022

Our Council meetings take place quarterly. You will find the agenda and meeting papers [here](#) on our Trust website, however I just thought it would be useful to draw out a couple of key decisions and items from the last meeting.

- **Reappointments of Julie Lawreniuk and Mohammed Hussain as Non-Executive Directors:** The Council approved the recommendations from the Governors Nominations and Remuneration Committee to reappoint both Julie and Mohammed for a further term of three years each. Their second term will run from 1 September 2022 to 31 August 2025.



[Julie Lawreniuk, Non-Executive Director](#)



[Mohammed Hussain, Non-Executive Director](#)

- **Appointment of a new Lead Governor for the Council:** Mark Chambers, Patient Governor, was appointed by the Council as the new Lead Governor. Mark assumed this role from the end of May 2022 and has been appointed for two years.



The role of the Lead Governor is to act as a clearly identified point of contact between [NHS England](#) and the wider Council of Governors should particular issues in respect of the Trust's governance arise. In the normal course of a well-governed Trust, contact between NHS England and the Lead Governor is not likely to be required.

- **Chair and Non-Executive Director Appraisal processes for 2022:** The Council approved the processes to be undertaken this year.
- **Planning for the Annual General Meeting (AGM)/Annual Members Meeting (AMM) 2022:** See separate item below regarding the AGM/AMM. The programme will be presented to the Council for review and approval at the meeting scheduled for 21 July 2022.
- **Executive updates:** The Council received responses provided to questions arising at the joint Non-Executive Director and Governor session held earlier in the day which covered:
 - Staffing and in particular focussed on those staff we have on temporary/ fixed term contracts.
 - The performance position and, our approach in dealing with outsourced areas.
 - The quality improvement work undertaken and how our Trust embeds learning.As this was a verbal item, the responses will be available in the minutes from the meeting once published.

You can visit our web pages [here](#) to find out more about our Governors and the work they do in representing the interests of members and the public.

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2. Board of Directors bi-monthly meetings - 12 May 2022 and 14 July

Our Board meetings take place every two months. We held our last one which was 'face to face' on 14 July 2022. Our previous meeting held on 12 May 2022 is available on line on our YouTube channel [here](#). I do hope you take the opportunity to watch. You can also access the recordings from [here](#) on our website along with the agenda and papers that support this meeting.

Highlights from our 12 May Board meeting

- **Modernisation of Pharmacy Services**



The Board was delighted to hear from Scott Hymas, Pharmacy Assistant and Daniel Norfolk, Senior Pharmacy Assistant who delivered an insightful and detailed presentation on the several projects underway in this critical service. It was particularly pleasing to hear directly from the staff involved. What comes through well is the passion they have for the modernisation projects underway and the benefits that the changes are and will bring to support improved patient care and experience. This is a long section at approximately 1 hour and 15 minutes and starts at approximately 11 minutes into [part 1](#) of the Board recording. I do hope that you take the opportunity to watch.

- **Mental Health Strategy 2021/23 Update**

Our Trust's vision is to promote, protect and improve positive mental health whilst providing outstanding physical care. Our Board received a comprehensive update on the actions undertaken since the launch of our strategy last year and held a detailed discussion which focussed on a number of areas including the development of improved support for both patients and staff. A thorough and interesting discussion was held. This section starts at approximately 1hr and 56 minutes into [part 1](#) of the Board recording and the video and lasts approximately 25 minutes.

BTHFT Mental Health Strategy 2021-2023

OUR VISION
To promote, protect and improve positive mental health whilst providing outstanding physical care.

OUR VALUES
We care • We value People • We are one team

STRATEGIC OBJECTIVES
To deliver outstanding care for patients
To be continually learning
To collaborative effectively with local and regional partners

PRIORITIES
Training – Health Promotion - Safe therapeutic Environments - Signposting to specialist service - De-escalation
Workforce – Specialist lead post - Staff well being - Awareness campaigns - Supporting students
Information sharing – Appropriate access - Reduction in repetition - Development of EPR templates
Partnerships – Improved discharge planning - Reducing health inequality - Pathway planning - Patient experience

MID21021704

NHS
Bradford Teaching Hospitals
NHS Foundation Trust

Let's talk about mental health

- **Report from the Chair of the Finance & Performance Academy (March & April 2022)**

For this chair report from the Finance and Performance Academy; I ask you to note the good news provided on our year-end financial position. You will have heard many news stories about the pressures the NHS as a whole is facing regarding the 'post-pandemic' recovery which includes dealing with increased A&E attendances and increases in the length of waiting lists which we are advised is envisaged to take approximately two years to bring back to pre-pandemic levels. I would particularly like to highlight the discussion about our waiting list analysis so you can find out about the work taking place at our Foundation Trust. This section starts at approximately 1hr and 2 minutes into [part 2](#) of the Board meeting and is 25 minutes long.

- **Chief Executive's Report**



[Professor Mel Pickup, Chief Executive Officer](#)

I would also like to encourage our members to view Mel Pickup's report as she provides an excellent high-level overview on how our hospitals are currently working, with a focus on our patients, staffing and the delivery of services. Mel also reports on the current position with regard to our partnership working. You can find Mel's report at 1hr and 37 minutes into [part 1](#) of the Board recording and this item lasts approximately 7 minutes.

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3. Welcome to our new Council Members

I would like to say a warm welcome to our new Governors who attended their first Council of Governors meeting in July following the close of our elections at the end of May 2022. I would also like to draw your attention to the coverage we received in the [Telegraph and Argus](#).



John Bolton
Staff Governor Medical
and Dental



Khalid Choudhry
Public Governor Keighley



Heather Jacklin
Public Governor Bradford
East



Raquel Licas
Staff Governor Nursing
and Midwifery



Kathryn Simons-Porter
Public Governor Bradford
East

The profiles of each of our new governors are now available on line [here](#).

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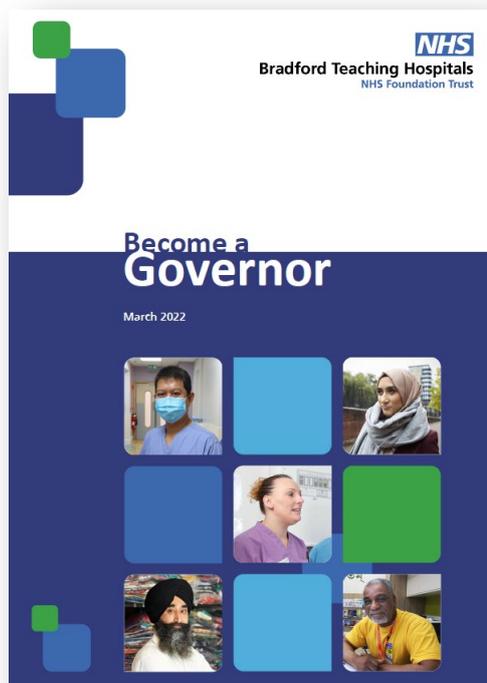
4. Our Autumn/Winter Governor Elections Schedule

I would also like to take this opportunity to give advance notice that in September we will be launching our new election process to for the following 8 seats on the Council.

- Patient (out of Bradford) (2)
- Bradford South (1)
- Rest of England and Wales (1)
- Keighley (1)
- Shipley (1)
- Bradford West (1)
- Allied Health Professionals and Scientists (AHPS) (1)

The election process will launch on Monday 19 September and information will be circulated in mid-August to promote the elections and let you know the process that will need to be followed. If you would like to put your name forward now to receive an election pack then please contact membership@bthft.nhs.uk. To stand for election you need to be a registered member of our Trust. To find out more about eligibility please see page 5 of our Trust Constitution which is available on our website [here](#). If you know someone who you think might be interested in being a governor but they are not yet a member, they can join [here](#).

As a Governor you will have a key role to play in the development of our hospitals and our direction of travel. We provide a full induction and access to a comprehensive training and development programme. Take a look at our '[Become a Governor](#)' document and see if this role is right for you. This was previously published to support our last round of elections and it will be updated for our new set of elections but it still provides good insights into the role.



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5. Independent Chair of our Bradford District and Craven Health and Care Partnership

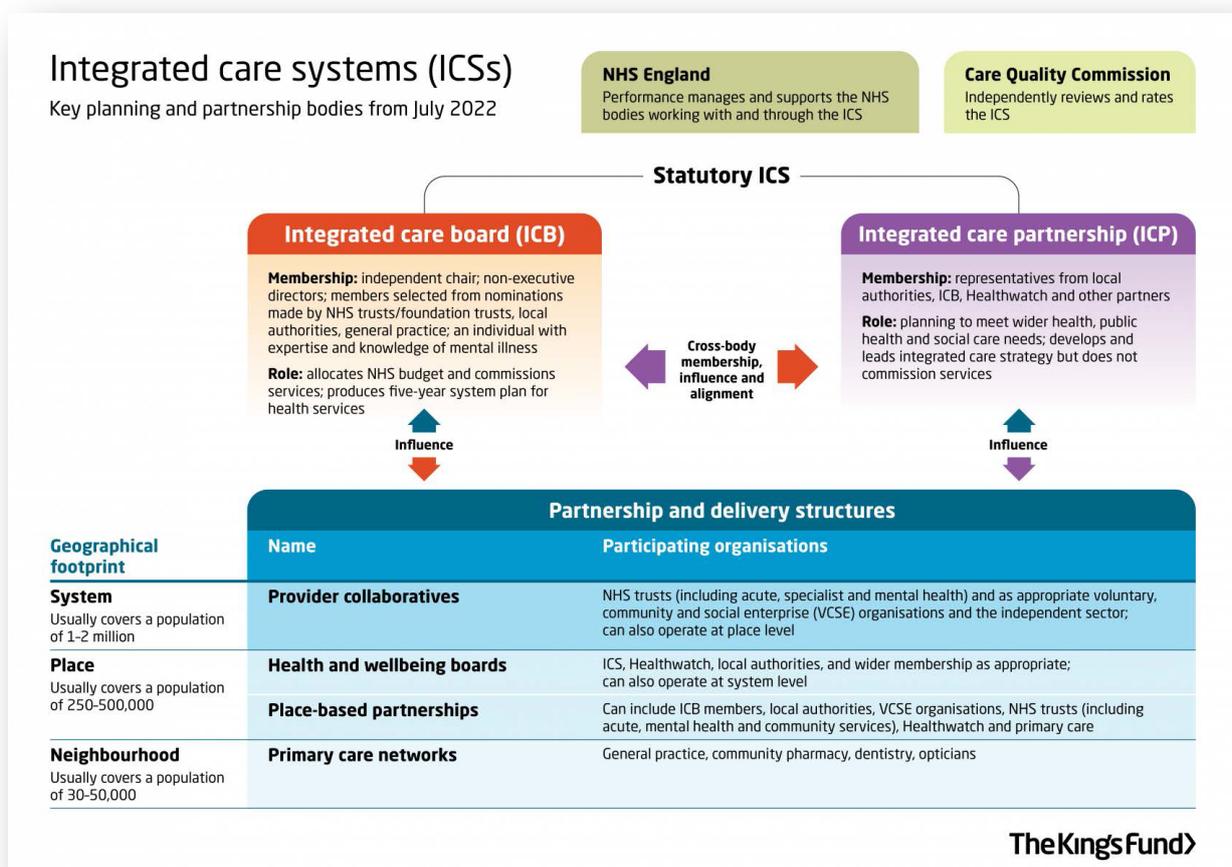
I am pleased to advise that Elaine Appelbee MBE has been appointed as the Independent Chair of the Bradford District and Craven Health and Care Partnership. You can find out more about this appointment [here](#). Helen Wilson, one of our Staff Governors joined the stakeholder panel arranged as part of the interview process for this role. Helen was our governor representative on the panel.

The former Bradford District and Craven Clinical Commissioning Group (CCG) has now transitioned to be part of the West Yorkshire Integrated Care Board (ICB) which was formally established on 1 July 2022. We will of course be talking more about our place based health and care partnership (Bradford District and Craven) and the wider system (West Yorkshire) at our future Council meetings.

What is an integrated care system?

Integrated care systems (ICSs) are geographically based partnerships that bring together providers (such as hospitals and GPs) and commissioners (those who buy services for our communities) of NHS services with local authorities and other local partners to plan, co-ordinate and commission health and care services. They are part of a fundamental shift in the way the health and care system is organised – away from competition and organisational autonomy and towards collaboration, with health and care organisations working together to integrate services and improve population health. ICSs have been developing for several years – since July 2022 the Health and Care Act has put them on a statutory footing.

The diagram below should also give you an idea of how the new integrated care systems will work.



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6. Quality Account 2021/22



I am pleased to let you know that the Board of Directors approved the Trust's Quality Account 2021/22 on 21 June. This has now been published on our website [here](#).

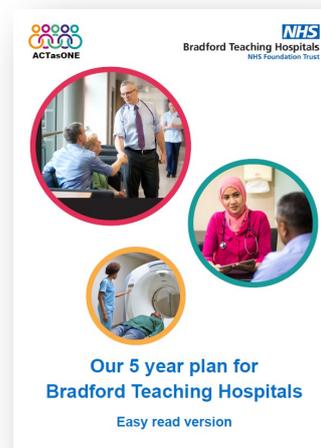
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7. Our Corporate Strategy

I am delighted to present the Trust's corporate strategy for 2022 - 2027.

'Our Patients, Our People, Our Place and Our Partners' explains how we will work towards our vision to be an "outstanding provider of healthcare, research and education and a great place to work". We are proud to be part of the Bradford District & Craven Health and Care Partnership, with a shared ambition to act as one to keep people happy, healthy at home.

We now have a comprehensive suite of information which is available on our website [here](#). This includes an easy read version, our strategy on a page and, lots of video explainers.





These are challenging and exciting times for the Trust and our partners, as we set out to reshape health and care services across Bradford District and Craven. We are very proud to lead this Trust, we are up for the challenge and excited by the possibilities. We look forward to making the journey with you.

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8. Joint Annual General Meeting / Annual Members Meeting - save the date!

The date for our joint Annual General Meeting/Annual Members Meeting has been set for **Wednesday 12 October 2022, Sovereign Lecture Theatre, Field House, BRI from 5pm to 7pm**. The programme will be published shortly. Please save the date and come along to meet your Governors and find out how our Trust has performed over the last year – particularly as, like everyone else – we have also continued to deal with Covid. There will be some light refreshments and a great opportunity to hear about our work to continue to support improvements in patient experience. It has been a tough year but we are pleased to be able to share with you our successes and our challenges. Our BTHFT family looks forward to seeing you on 12 October.

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9. The effects of Digital and Data Transformations at our Trust

This special briefing has been provided by Dr Paul Rice, Chief Digital and Information Officer here at our Trust.



Digital access to public and commercial services has transformed over the last decade and people's expectations of the aspects of their life they can manage online has shifted dramatically. People bank online, order the weekly shop, hail a taxi or order a takeaway using smart phone apps. The Covid-19 pandemic shifted expectations further. Many people used video technology to work from home, learn from home, and stay connected with friends and relatives.

The pandemic has also been a powerful catalyst for digitisation of healthcare delivery. Online consultations became the default and people trusted a smartphone app to notify them of their risk of exposure to the virus. All of this has accelerated patient expectations that the NHS will continue to deliver even more of its services digitally. It has also raised concerns about digital inclusion, access to and the cost of devices and connectivity and ensuring people have the skills and confidence to use these resources effectively.

In this update I wanted to focus on some of the key initiatives that Bradford Teaching Hospitals has been pursuing to make our services easier to access, simpler to use and safer for our patients.

A shift to more digital communication with our patients has been central to moving away from a dependence on paper correspondence; this is more efficient, better for the environment and low cost. We recently reached a significant landmark in our journey to minimise the use of letters, with one million digital letter appointment invites being sent to patients using the DrDoctor app and in excess of 600,000 known views.



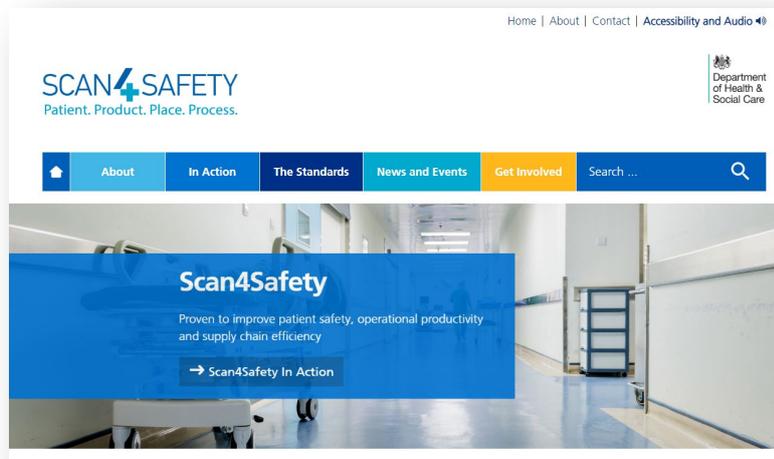
By the end of this year, patients will be able to view >200,000 admission letters and clinic letters online too. E-forms will allow us to digitally transform patient pathways by automatically sending online assessments to patients. This will allow us for example to manage cancer surveillance patients more efficiently. Digital patient initiated follow-ups (PIFU) are rolling out extensively. This will empower patients to take ownership of their own care; letting us know when they need an appointment (rather than when we choose to give them one).

Two-way communication is also becoming commonplace, with patients being empowered to request, change or cancel their own appointment online. Phlebotomy and lung screening have gone that step further by empowering patients to book their own appointments. All of this frees-up administrative time, as well as putting patients in greater control of their own care.

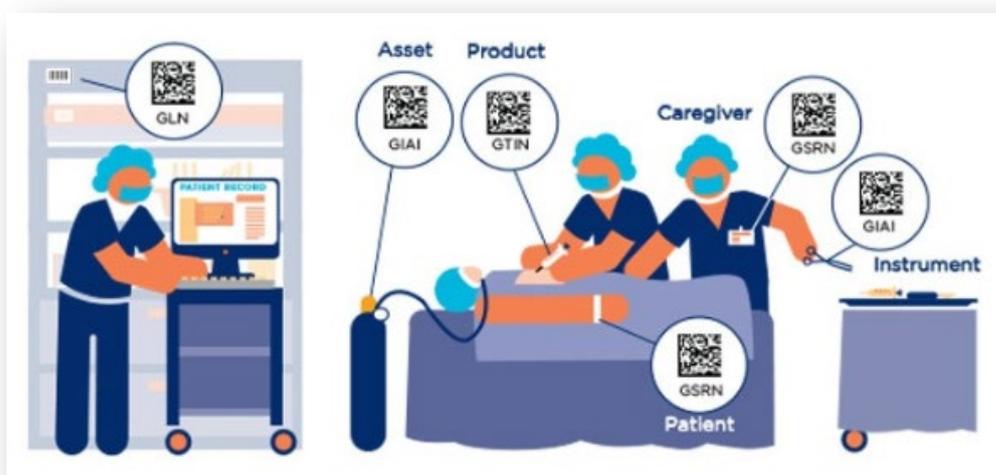
Gathering and storing patient information safely and effectively saw a step-change in late 2017 with the launch of our Electronic Patient Record (EPR). Clinical staff have been using this essential tool for over five years now and it continues to be central to delivery of care. More recently, we have also enabled patients to contribute their own care information to the record. Four specialities are now live with digital assessments - questionnaires that are automatically sent to patients, pre or post appointment, where they provide key information about themselves or give feedback on their progress. This information becomes part of their EPR record for all clinical staff to see.

The extended use of our EPR in all parts of the Trust continues to move forward apace, with women's services successfully implementing Maternity EPR including foetal monitoring and antenatal scheduling. New central whiteboards provide a quick overview of patient wellbeing, enabling informed, proactive care to be provided on the basis of greatest need. In 22/23 we will roll-out - as part of the 'Outstanding Theatres programme – additional tools and functionality that mean the paperless journey doesn't stop at the theatre door; key information, including that recorded in digital vital signs monitoring devices, will be integrated in one record available end to end throughout the patient pathway. Smart scheduling will also enable us to be maximally efficient with our use of physical resources and best support our colleagues as we strive to reduce the elective backlog.

Digital technology has also been central to improving the safety of care in the past year, embodied in the Scan4Safety programme. The barcode is a common feature of our lives and now its use across the NHS enables the tracking of resources and patients.



Barcoded wristbands support positive patient identification, making care safer by minimising potential errors, linked directly to the patient record. In a similar way, crucial medical equipment across the Trust has been barcoded and had Frequency Identification (RFID) readers installed to allow location tracking for every piece of medical equipment. Instances where Staff lose or spend critical time searching for an infusion pump, bladder scanner or mobile workstation will be dramatically reduced or eliminated.



Having the means to transact more efficiently and meet patient expectations re digital records, information gathering and sharing is essential but alongside having access to the best technology we also strive to use the insights it provides to plan, deliver, audit and assure highest quality care. This same information also provides an important picture of the health of those living in our city and region as a whole.

As partners with colleagues in Connected Bradford and Bradford Institute of Health Research we are better understanding patterns of disease prevalence, presentation and treatment outcomes ever more conscious of the impact of health inequalities and the wider determinants of (ill) health across our population.



This is key to effective population health planning and responsive service delivery. By first depersonalising and anonymising information, we can take this information and use it at a city-wide or region-wide level to support local health and care services to target resources where they are needed most, uncover patterns in illness, look for those who may not be getting all the support they require.

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10. Bradford Hospitals' Charity



Bradford Hospitals' Charity is the official NHS charity partner of Bradford Teaching Hospitals NHS Foundation Trust. As a charity, we work closely with the Trust to fund equipment, training, research, and projects which enhance the experience of patients and their families. We also support staff to ensure they can provide the very best treatment and care. Whether that is providing equipment which is not routinely funded by the NHS to speed up diagnosis, upgrading a piece of kit to make patients more comfortable, funding training which improves staff knowledge, or buying toys and distraction equipment for our young patients to help them cope in hospital – we provide over and above what the NHS can fund. Our four funds are: Children and Young People, Cancer, Elderly and Dementia, and Sunshine (everything else).

You will find the latest news from our Charity [here](#), along with our fundraising activities and our appeals.

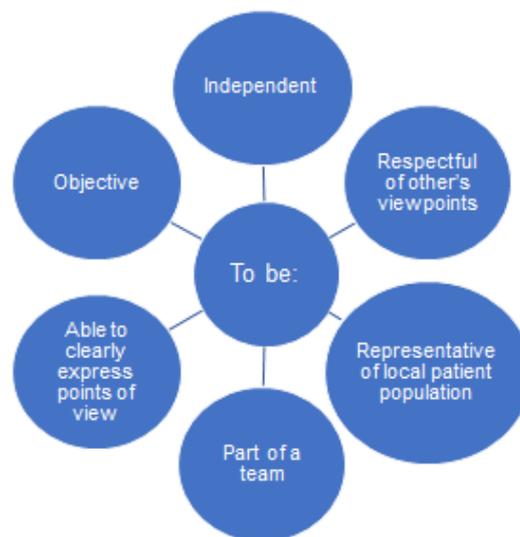
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11. Patient Led Assessments of the Care Environment: Would you like to take part?

Good environments matter. Every NHS patient should be cared for with compassion and dignity in a clean, safe environment. Patient-led assessments of the care environment (PLACE) help us understand how well we are meeting the needs of our patients, and identify where improvements can be made. The assessments give patients and the public a voice to drive and influence the way their local health and care services are delivered.

Assessment teams are a collaboration between staff and patient assessors, with patient assessors making up at least 50 per cent of the assessment team. Anyone who uses the service can be a patient assessor, including current patients, their family and visitors, carers, patient advocates or patient council members. NHS Foundation Trust Governors can also be patient assessors.

Patient Assessors should be;



Full training and assessment forms will be provided and reimbursements of expenses are offered in line with our Trust finance policy.

We are looking for assessors from all our communities, no matter what background, age, or disability to represent our wonderful city of culture.

Please make your interest count by contacting the Patient Experience team via email Community.Engagement@bthft.nhs.uk or by phone on 01274 272568.

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12. Help us to review our Accident and Emergency Department

We are seeking a diverse group of people from our Communities to focus in on our accident and emergency department and help us to identify how we could make things better for our service users.

What do you think from the moment you step through the doors? What matters to you?

This '[A&E Patient Experience Event](#)' takes place on Tuesday 23 August, from 10.30am to 1.30pm. We will take you on a tour of our department and then provide lunch in our Field House Teaching Centre before the final part of our event; the feedback and discussion session with members of the Accident and Emergency Team.

We would really like a cross section of our community to be involved and, we are particularly interested in hearing from those who have experienced our accident and emergency service and - as we treat a lot of young people - it would also be really good to receive the views of our younger citizens too.

If you would like to take part, then please would you apply by contacting community.engagement@bthft.nhs.uk or you can get in touch by phone on 01274 272568.

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13. Do you have any experience of hospital care? We want to hear from you!

NIHR | Yorkshire and Humber
Patient Safety Translational
Research Centre



UNIVERSITY OF LEEDS

Assessing the use of an Artificial Intelligence Command Centre in Healthcare

Our research has looked at the quality and safety of how patients' journeys were coordinated through hospitals. We are inviting you to use your experiences to help us interpret our findings and develop a plan to communicate them to a wider audience.

We would like to invite you to an in-person group discussion session where we will discuss patient safety and how hospitals coordinate care. Lunch will be provided.

Date: Tues 23rd August 2022

Time: 1pm to 5pm

Location: Wolfson Centre for Applied Health Research at Bradford Royal Infirmary

To compensate you for your time, we offer £20 per hour (or equivalent voucher), carer and childcare reimbursement up to £20 per hour for the 4-hour workshop, and travel reimbursement up to £20 per person. Further information about travel and parking arrangements will be circulated to those registering to attend.

Where required, we will do our best to provide an interpreter.

If you are interested in taking part, or have any further questions, please contact:

- Ciarán McInerney (Research Fellow) (c.mcinerney@leeds.ac.uk)
- Pam Essler (Lay Leader) (essler.pam@gmail.com)

Important: Please see [appendix 1](#) for detailed information on the role and expectations of participants so you can make sure it is right for you.

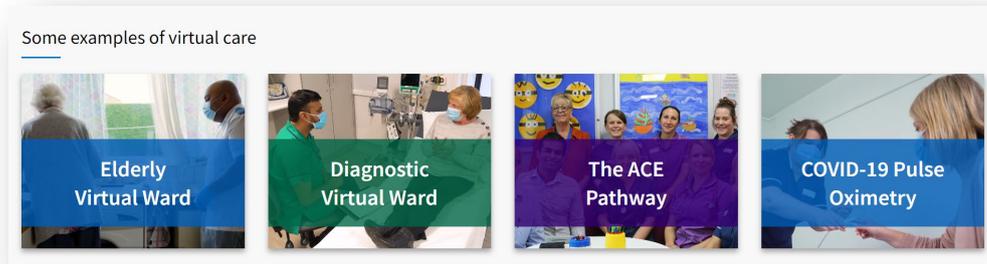
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14. Hospital Virtual Services - Please take part in our Survey

Virtual services are ways of providing hospital standard care to patients closer to where they live and often in their own home. They are designed to improve the care experience for patients and their families.

Virtual services can be as simple as having your follow up outpatient appointment by video or phone call. Or it may be that hospitals can use technology to monitor people at home rather than admit them to hospital for an overnight stay. They can also use the same monitoring to allow people to go home from hospital sooner.

You can find out more about our developments in our Virtual Royal Infirmary Programme [here](#) including a very useful short video explainer.



Hospitals have been using virtual services for a long time but during the COVID-19 pandemic they started to use them much more. Hospitals say they worked well, so they have decided to develop them and use them more widely. It is vital that these services work well for patients and their families, giving them an improved care experience.

So we'd like you to be involved in designing these services so that we can ensure that they meet your needs.

Our Trust has been working with Healthwatch Bradford and District to develop a short survey which we would like you to complete.

[If you have recently experienced inpatient care - been a patient who stayed in hospital while under treatment - please click here for the survey.](#)

[If you have recently experienced outpatient care - attended hospital for treatment without staying overnight - please click here for the survey.](#)

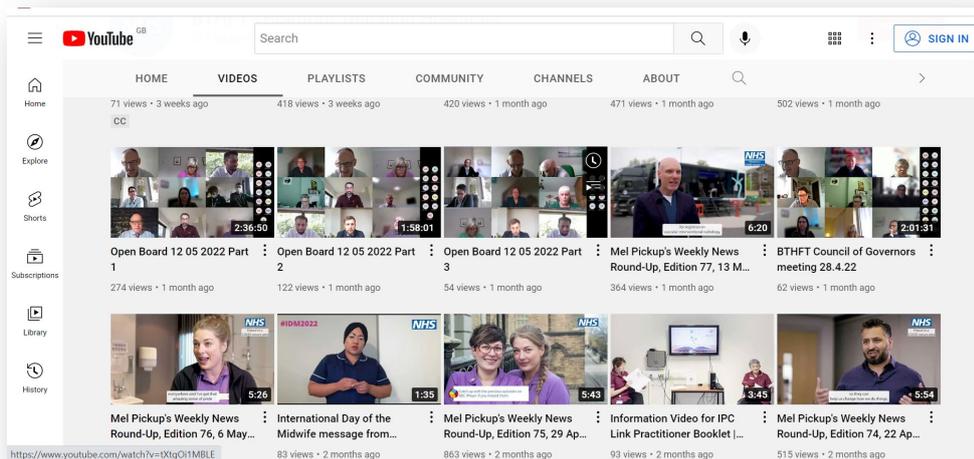
Very soon there will be a survey added for anyone else who would like to take part - you can check [here](#) for the link. We hope that you are as excited as we are with this development.

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15. Professor Mel Pickup, Chief Executive's weekly news round-ups

You should now be receiving timely links to 'Mel's weekly news roundups'. This is where our Chief Executive, Professor Mel Pickup, provides on-the-ground reports on how our hospitals continue to manage the effects of the pandemic and how we are working to improve our services. The great news for our members is that you will receive them just a couple of days after they are published. Most importantly, these reports feature many of the great innovations and successes happening right across our Trust, and the fantastic people behind them. These are the best way to keep up to date with developments at our hospitals.

The videos are about six to seven minutes long and are a really good way to keep up-to-date with all that is happening at our Trust. Back issues are all available on our YouTube Channel which you can subscribe to [here](#).



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16. Keeping up-to-date

Please follow our official Twitter account (@bthft) and visit our website at www.bradfordhospitals.nhs.uk to keep up to date with what's happening.

You can also follow on [Facebook](#) and subscribe to our [YouTube](#) channel

As members of our Foundation Trust your views really do matter, and if you have any feedback you'd like to offer, please email me at membership@bthft.nhs.uk

Regards,

**Dr Maxwell Mclean,
Chairman**

Keeping in touch with the membership office and our Governors

Trust Membership Office
Trust Headquarters,
Chestnut House
Bradford Royal Infirmary
Duckworth Lane
Bradford BD9 6RJ
01274 364794
General membership: members@bthft.nhs.uk

To contact our governors directly you can email Governors: governors@bthft.nhs.uk

For more about our Foundation Trust and our Governors please visit www.bradfordhospitals.nhs.uk/our-trust/how-we-make-decisions/

Patient & Public Involvement & Engagement Command Centre (PPIE)

Introduction:

Staff, patient and public (families and their carers) involvement in research is a partnership to improve the research process that includes design and delivery, ensures appropriate and ethical approaches, and provides an opportunity for all stakeholders to be involved in decision-making. The Yorkshire and Humber NIHR Patient Safety Translational Research Centre (YH-PSTRC) is one of three regional research centres that engage staff, patients and members of the public to deliver research that makes healthcare safer.

What's the project?

This project entitled "*Evaluating the safety and patient impact of an Artificial Intelligence Command Centre in the UK National Health Service*" is looking to partner with patients and the public to inform its design and delivery.

Purpose of PPIE:

This is our second public workshop on this topic and our purpose is to gather lay interpretations of our research findings and seek help in developing a communication plan.

Background:

In most UK NHS hospitals, the operational planning of health service delivery is distributed across multiple departments and services with major implications for patient safety, efficiency and good patient care. Digital health technologies, like artificial intelligence (A.I.), are currently part of major strategic investments in the UK to improve health service delivery.

One of these investments is the A.I. Command Centre in Bradford Royal Infirmary. Like an air traffic control centre, the A.I. Command Centre helps hospital staff work together in a purpose-built operations room displaying real-time information about patient care from around the hospital.

Details of the project:

This project sought to understand how the A.I. Command Centre in Bradford Royal Infirmary affected the quality, safety and organisation of care coordination.

We have now reached the stage in our research where we are looking for 12 PPIE representatives to help us make sense of the findings and help us develop a communication plan in order to be able to explain them to a wider audience.

Contribution:

No previous experience in this area of work is required – all we ask is that you are able to share your views and experiences of receiving care with us and are willing to....

- be a representative of the views and concerns of patients, carers and their families.
- share experiences of how care is coordinated in hospitals.
- discuss how care coordination could be monitored.
- advise how best to measure patient safety in hospitals.

- contribute to the development of interview questions for staff about the influence of care coordination on patient safety.

Commitment:

- You are asked to attend a 4-hour workshop in which you will work with other patient and public representatives to interpret the findings and inform a communication plan.

Criteria (personal qualities, skills, abilities, knowledge):

- The ability to represent and express the views of patients, carers and their families.
- The ability to engage in courteous discussion with other workshop attendees and the project team.
- Be able to maintain confidentiality at all times.
- Commitment to familiarising oneself with the 'Summary of findings' sheet that will be circulated prior to the workshop.
- Commitment to attend the 4-hour workshop on site at the Wolfson Centre for Applied Health Research at Bradford Royal Infirmary.

How will you be supported?

We have limited funding for reimbursement however....

- PPIE representation is paid at £20 per hour or equivalent voucher (as per UK public involvement standards (INVOLVE)).
- Where required, we will do our best to provide an interpreter.
- Carer and childcare reimbursements are available at £20 per hour for the 4-hour workshop (or equivalent voucher).
- Travel reimbursement is available for up to £20 (or equivalent voucher) per person.

Confidentiality and General Data Protection Regulation:

- All PSTRC, university staff and volunteers are bound by a duty of confidentiality and have a responsibility to protect personal data. Breach of confidentiality can undermine the trust and relationship developed between all members of the project team including PSTRC, university staff, patient and family representatives. Both the project team and people who join the workshops might share personal information about their own experiences, beliefs, actions etc. We recognise that sensitive information will be expressed due to the nature of this project and we will provide regular reminders to maintain confidentiality within the workshops and throughout this project.
- Your personal information will be held and used in accordance with the General Data Protection Regulation 2016 (GDPR) EU 2016/679 and the Data Protection Act 2018.

Considerations before applying for the role:

- Are you available Tuesday 23rd August 2022 between 13:00 and 17:00?
- Do you have the time to be involved?
- Why you would like to be involved with this research?
- What support would you require?

Project team contact details:

Ciarán McInerney (Research Fellow) (c.mcinerney@leeds.ac.uk) or
Pam Essler (Lay Leader) (essler.pam@gmail.com)

Thank you for your interest.