**Recruitment of Service User, Carer and Family Representative for the Transforming Medication Safety in Northern Ireland programme**

**Overview**

We are looking for two individuals with lived experience of our healthcare system in Northern Ireland to work with us to help shape and develop how we can transform Medication Safety here.

Transforming Medication Safety in Northern Ireland is a strategic plan set out by the Department of Health in NI in response to the World Health Organisation (WHO) global challenge, ‘Medication Without Harm.’

By getting involved, you could help us improve this important aspect of health and social care.

The programme aims to create a medication safety improvement culture for the population of NI, to optimise safe use of medication and reduce risk of medication related harm. The strategic plan sets a number of key commitments to help us achieve this.

**Purpose of the Role**

The Strategic Planning and Performance Group of the Department of Health (SPPG) is seeking two individuals to join its Communication, Awareness, Promotion and Engagement (CAPE) Group, which has been set up and tasked with increasing public awareness of the importance of using medication safely and supporting people to be more involved in decisions about their medication.

Working together with people from different parts of the health system, you will play an important role, in developing medication safety campaigns to be applied across the health and social care (HSC) system in Northern Ireland.

SPPG is seeking your input based on your lived experience and unique views and perspectives as a service user, carer or family member.

In the role you will:

* Bring your views and perspectives as a service user, carer or family member.
* Work respectively and collaboratively in partnership with others, respecting their views and opinions in open and honest discussion.
* Bring constructive and positive engagement and challenge with a focus on the common purpose of the Group which is to increase medication safety awareness across the system.
* You may be invited to co-chair the Group and will be supported in this role, if content to take on this position.
* Attend, prepare for and participate in meetings. These will mostly be hosted online and occasionally in-person at locations to be finalised. We will work with you to accommodate accessibility requirements.
* It is anticipated that the CAPE Group will meet every two months (frequency of meetings will be kept under review). However, it is likely that you will be invited to other meetings and workshops as part of this work.
* Maintain confidentiality in respect of all discussions and information provided to you while working on the programme.

**Your Skills and experience**

Applications are invited from people with the following skills and experience:

* Experience of having been personally affected or close to individuals having to take multiple medicines.
* and/or where there have been occasions where you have had to make decisions either for yourself or others in the decision to initiate treatments, order prescriptions, dispensing,
* administering or monitoring the use of regular medications in the last 5 years, and/or a general interest in medication safety and improvement of Health and Social Care services.
* Experience of respectfully discussing and communicating your views, working constructively with others as part of a group. Experience of chairing a meeting would also be of benefit.
* A positive and solution/ task focused outlook and an ability to be objective.
* An interest and ability to review and consider a range of information (you will be supported with this as required).
* Commitment to open and inclusive discussion, and to maintaining confidentiality.
* Have the time to prepare for and participate in meetings and review papers.

**How we will support you:**

We commit to provide you with a range of support to assist you in your contribution to the programme. This includes:

* Introduction and induction to the work of the Group providing an overview of the programme and taking time to answer your questions.
* Having a direct point of contact within the CAPE Group.
* Support and communicate with you before, during and after meetings.
* A commitment by us to provide you with ongoing supports as required as part of your work on the Group. Also, facilitating support links with the PCC.
* Providing you with reasonable training as appropriate to help in delivering the core work of the Group and where that training is available.
* Reimbursement of reasonable expenses directly related to the programme.
* Printing hard copies of papers as required.

**Application process**

Applications are invited from residents of Northern Ireland who are users of health and/or social care services, and/ or care for or are family members of someone using health and/or social care services.

Please complete the online survey. If you require paper copies or need assistance completing the form, please email: [Sharon.heffron@hscni.net](mailto:Sharon.heffron@hscni.net)

There will be other opportunities to have your views as a service user/carer or family member heard as part of this programme as the work develops. Please indicate if you consent to your details being retained for these purposes.

**What happens next**

SPPG will select two individuals to participate in the Transforming Medication Safety programme from the information received. We will contact everyone who expresses an interest with an outcome by July 2024.

***How to Apply***

Complete the Expression of Interest (EOI) form and Equality Monitoring form. These can be completed online at: <https://consultations2.nidirect.gov.uk/hsc/tmsni>

Alternatively, you can return by email with attachments. In some circumstances we will accept an EOI submitted on paper. Please notify us if you need to arrange to apply in writing - information is included in the guidance notes.

Once we receive your application we will:

* Acknowledge receipt in an email unless otherwise arranged. If you do not receive acknowledgement please contact Sharon Heffron on [sharon.heffron@hscni.net](mailto:sharon.heffron@hscni.net)

or 07727 868008

* EOIs will be shortlisted by a panel including the lead contact and project owner.
* EOIs will be considered against the skills and experience criteria using the information provided by you on the form.
* If shortlisted you will receive an invitation to an informal discussion about the role in an email (unless otherwise arranged). The email will include all of the arrangements.
* All EOIs will receive a successful or unsuccessful notification by email (unless otherwise arranged). The successful notifications will include information about next steps.

Full details on how you can claim back any expenses incurred will be provided