

## Role: Lay member on a HIS working party

### ROLE DESCRIPTION

#### Summary

The Healthcare Infection Society (HIS) is a charity (no.1158172) whose objectives are to advance knowledge of, foster scientific interest in and disseminate information about the prevention and control of hospital and other healthcare-associated infections (HCAIs), to medical and allied professionals for public benefit.

HIS is looking for patients and carers who have experience of HCAIs, to join a HIS working party as a lay member. HIS uses the NICE definition of 'lay member' to refer to a member of a committee who has personal experience of using health or care services or is from a community affected by the topic area. A lay member can also be someone with experience as an unpaid carer, an advocate, or a member or officer of a voluntary organisation. Lay members offer a different point of view from people who provide or commission services. The appointment will be for approximately 18 months and meetings will take place virtually online.

#### What does a working party do?

A working party considers evidence and develops recommendations on the appropriate care for people with a specific condition or in particular circumstances. The recommendations aim to promote individualised care for people using health or social care services.

In 2015, the Society received NICE (National Institute for Health and Care Excellence) accreditation for its [guideline methodology](#) which is aligned to the [AGREE II](#) tool indicating a robust, critically evaluated and high-quality process. Our accreditation was successfully renewed in 2020. The HIS guideline development manual closely mirrors the NICE approach, especially in terms of lay involvement.

#### What are the benefits of working as part of a HIS Working Party?

You will be making a significant contribution towards helping patients, people who use services, carers, or the public. Membership of a working party shows that you have expertise to contribute, and that you have taken part in a rigorous and internationally respected process. Lay members who have previously worked in similar roles report that their experience has helped them to develop and refine their skills in several areas.

#### Time commitment and meetings

All lay members will need to attend meetings, read substantial committee papers, comment on documents, and respond to emails between meetings. Applicants need to ensure their availability for all meetings. These will usually take place up to 4 times a year and will be arranged with as much notice as possible, you will be informed if there is a need for additional meetings to be organised. Meetings will take place virtually online.

### Responsibilities

Lay members have the same status and carry out the same functions as other members of a working party for the duration of their involvement. We are looking for lay members who can help to ensure that the views, experiences, and interests of people affected by the guidance inform a working party's work. This may include:

- identifying issues of concern to people using NHS, public health, or social care services
- making sure that patient, service user, carer or community views are taken into account
- raising awareness of any studies known to you (for instance, surveys of patients/ service users or community views and experiences) which highlight issues that may inform the work of the Committee
- reviewing evidence and draft recommendations from a patient, service user, carer, or community perspective (for instance, did the research address issues or outcomes that people affected by the guidance consider important? Do the recommendations take their views into account?)
- highlighting areas where the preferences and choices of those affected by the guidance may need to be acknowledged
- helping to ensure appropriate consideration of equality issues
- advising on implementation issues as needed

## PERSON SPECIFICATION

### Personal experience and knowledge

**Essential:**

An understanding of HCAs, the issues important to patients, hospital users and carers gained either:  
as a patient or carer of someone who has been affected by HCAs  
or as a volunteer or employee of a relevant voluntary organisation or support group.

**Desirable:**

An understanding of the impact and experiences of HCAs on a wide range of people.  
Familiarity with using research and evidence to reach a conclusion.  
An understanding of issues relating to equality.

### Other skills and abilities

**Essential:**

Ability to articulate patient, carer, service user, community or public experiences and perspectives during working party discussions  
The time and commitment to attend meetings, read papers, and comment on draft documents produced by a working party.  
Good communication and team-working skills, including respect for other people's views, and the ability to listen and take part in constructive debate.  
Ability to maintain confidentiality.  
Commitment to work within and follow HIS policies.  
Ability to use word process packages and the internet, and a willingness to communicate by email.

## PRACTICAL INFORMATION

### **Training and support**

HIS will provide an induction and ongoing support.

### **Additional practical support**

HIS is committed to appointing people from all backgrounds to our committees. We will take all reasonable steps to ensure that people who need additional practical support when applying for or taking part in the committee will get the help they need. Examples of practical support include providing large print versions of documents and providing a rest area if needed and supporting people with hearing impairments. If you are interested in applying, and are likely to need practical support, please feel free to contact us to discuss what support may be available for you.

### **Payment of honorarium and expenses**

Our policy on payment on honorarium and expenses aligns with the [NICE policy on Lay Member payments and expenses](#).

You can claim an honorarium for attendance on the following rate:

£150 per full day meeting (4 hours or longer)

£75 per half day meeting (shorter than 4 hours).

If you are only able to attend part of the meeting you can only claim for the time you attend. These rates are set to include an allowance for both travel and prep time, so claims for additional hours relating to these tasks will be accepted.

**As an honorarium, these payments do not imply a contract of employment with the society or its partner organisations.**

Lay members who attend in-person meetings will be reimbursed for travel, subsistence, childcare and carer expenses. For further details and specific information please request our expenses policy document from [consultations@his.org.uk](mailto:consultations@his.org.uk)

Payments of fees and expenses will only be made directly to the individual lay member via invoice, and you will be responsible for paying National Insurance and income tax.

### **Important considerations for applicants receiving state benefits**

Payment of travel, subsistence and other expenses will not affect your benefits, where the exact amount is reimbursed. If you are in receipt of state benefits and you are offered a place on a working party, you must notify your benefit administrator as soon as possible. If you do not notify your benefit administrator that you have been offered a place on a working party, you may be considered to be working illegally and your benefits could be stopped.

Attendance payments are classed as income by HMRC and may affect benefit payments, but this is dependent on a number of different factors. Please see the information on the [NICE website](#) for further details.

### Relationship with stakeholder organisations

You may be an employee or a member of an organisation that is involved in HIS or stakeholder consultations. If you are selected to join the working party, you will not be able to undertake these activities on behalf of this organisation, when they directly relate to the work of the working party, although another representative of the organisation will be able to do so.

### How to apply

Please send an expression of interest explaining how your experiences could be relevant to the work of the society and the working party. Explain why you would like to work with the society and detail any experience, interests, or skills you can bring to the role.

Please send your expression of interest to [consultations@his.org.uk](mailto:consultations@his.org.uk)

#### What happens next?

Short-listed applicants may be contacted for a telephone/online interview to discuss the position, their application and what is involved before a formal invitation is offered to sit on a working party.

Please note that the names of people appointed to HIS working parties may be published on the HIS website and, where applicable, in the final guidance, with an indication of their role within a working party.

### Equality, diversity, and inclusion

HIS is committed to promoting equality and eliminating unlawful discrimination. We seek to achieve diversity in the membership of our advisory bodies by ensuring that no applicant receives less favourable treatment on grounds of (but not limited to) age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or is placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable. Please see the HIS Strategy for [equality, diversity, and inclusion](#)



### Further information

Please contact [consultations@his.org.uk](mailto:consultations@his.org.uk)

Prepared by Dr Angharad Green, May 2023

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