

## Public member for the Sustainability in Quality Improvement (SusQI) Reference Group

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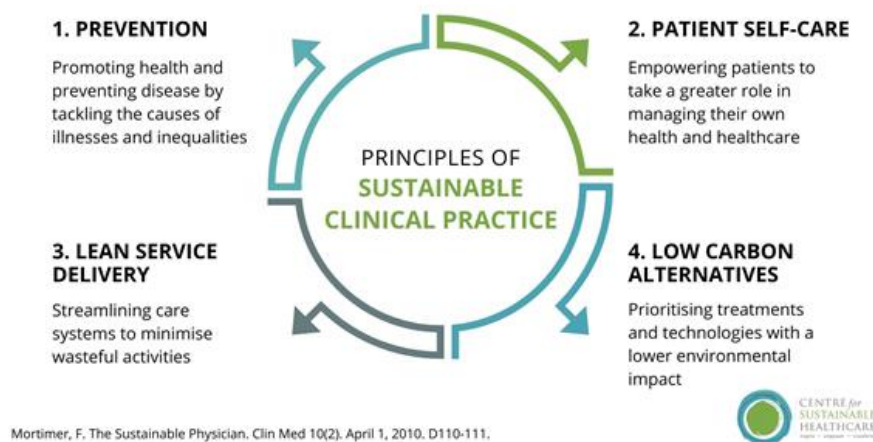
Thank you for your interest in becoming a public member for the Centre for Sustainable Healthcare’s (CSH) SusQI Reference Group. We are committed for patients and the public to be fully involved in shaping our services, evaluation, and research.

Please read this information pack before completing the application form for the role, to make sure that you fully understand the application process, and whether you have the time and skills needed.

The closing date for applications is **Monday 3<sup>rd</sup> April 2023**.

### The Centre for Sustainable Healthcare (CSH)

CSH is an independent charity that was founded in 2008. Since then, we have worked with healthcare professionals, patients, and the wider community to understand the connections between health and environment, and to reduce healthcare’s resource footprint. We have a particular focus on “sustainable clinical practice” with staff in the forefront of patient care, and our work is guided the four principles of sustainable healthcare – see diagram below.



### SusQI

In healthcare, the term ‘quality improvement’ (QI) refers to the efficient use of methods and tools to try to continuously improve quality of care and outcomes for patients.

CSH has developed a “[SusQI Framework](#)” for managing sustainability in existing QI methodology. This framework can improve outcomes for patients and at the same time address environmental, cost, and social concerns. This can provide a fresh motivation for improvement and direct teams to what is most needed.

We work with NHS and social care organisations, as well as healthcare training establishments. We support them to bring sustainability into their improvement training and development. Our SusQI services, the [Green Ward Competition](#) and [SusQI Academy](#) help us do this.

## Public member: role description

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### What are we looking for?

We are looking for **two** new public members.

### The role of the public member

The public members will sit on the SusQI Reference Group (see Appendix 1 for the Terms of Reference for the group). The role of the group is to:

- Provide high-level support and promotion of the SusQI programme
- Give information about the project to stakeholders, as necessary
- Advise on what the reference group does
- Advise on reports on the programme
- Promote the overall objectives of the programme to:
  1. Embed sustainability into all quality improvement education and training for healthcare professionals in the UK
  2. Embed sustainability into quality improvement practice across the UK and beyond
- Take forward the work by advising on future development and funding of follow-on projects/programmes

The public members' role in the group is to:

- Make sure that public, patient, carer, and family views are included
- Provide 'critical friend' challenge
- Champion the diversity of public and patient views, and not just to represent their own experience
- Champion and advocate for increasing public and patient awareness of the programme, its outcomes, and achievements
- Review and comment on documentation
- Comply with the Standards of Conduct, respecting the confidential nature of discussions when it is made clear by the Chair of the Group that this is a requirement

### Skills and experience required

- Comfortable with speaking in groups, in person and online
- Previous experience of working on a reference group/committee work
- Experience of interacting with a wide variety of people from differing professional backgrounds, including those in senior positions
- Experience of working collaboratively with the health and care system and with patients and the public
- Experience of patient involvement/representing the views of others
- Ability to understand and evaluate a range of information
- Ability to display sound judgement and objectivity
- Awareness of, and commitment to, equality, diversity, and inclusion
- An understanding of the need for confidentiality

- Commitment to the seven principles of public life - sometimes known as the Nolan Principles: selflessness, integrity, objectivity, accountability, openness, honesty, leadership
- An interest in the work and ambitions of CSH

Note: Applicants currently employed in the NHS, including non-executive board roles **will not** be considered for appointment.

### Time commitment

- Membership of the Group is for 12 months in the first instance followed by a review
- Reference group meetings will take place every 6 months; however, frequency of meetings may be reviewed
- Meetings will usually take place online and normally last for 2 hours
- **Members must be able to attend the next meeting scheduled for Thursday 4<sup>th</sup> May 10.00 – 12.00**
- There will be papers to read for these meetings, and additional time for preparation is included in the role.
- Although not guaranteed, there may be opportunities for additional ad hoc involvement e.g. training, materials review

### Support & remuneration

- There will be an online induction process that will provide background information about CSH and SusQI
- Pre-meeting briefing documents will be provided where required
- Patient members will be paid for time spent in meetings, and preparing for them, at a rate of £20 per hour
- We do not expect additional expenses to be incurred unless additional involvement is requested
- CSH can provide information and support to use online meeting platforms, but cannot provide technical/electronic equipment for the role

### How to apply

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Please complete the separate Application Form and return it to [info@sustainablehealthcare.org.uk](mailto:info@sustainablehealthcare.org.uk) by **Monday 3<sup>rd</sup> April 2023**

**Interview date: Thursday 13<sup>th</sup> April 2023** – online by Zoom.

Should you have any questions regarding the role, please contact Cath Richards:  
[catherine.richards@sustainablehealthcare.org.uk](mailto:catherine.richards@sustainablehealthcare.org.uk)

## Appendix 1

# Sustainability in Quality Improvement (SusQI) Reference Group

## Terms of Reference

Author: Frances Mortimer

Version: 1.4

Date: 27.02.2023

### Introduction

The Sustainability in Quality Improvement Reference Group has been established by the Centre for Sustainable Healthcare (CSH) to provide strategic guidance and networking support to the Sustainability in QI (SusQI) programme.

### Role

- To provide high-level support and promotion to the SusQI programme
- To communicate information about the above project to stakeholders, as necessary
- To advise on its activities
- To receive and advise on reports on the SusQI programme
- To promote the overall objectives of the programme, namely
  1. to embed sustainability into all quality improvement education and training for healthcare professionals in the UK
    - Academic institutions
      - Undergraduate – universities
      - Postgraduate – foundation schools, PG training programmes, Royal Colleges and professional bodies
    - Healthcare delivery organisations – CPD
  2. to embed sustainability into quality improvement practice across the UK and beyond
- To advise on creation and funding of follow-on projects/programmes to take forward the work

### Membership

Membership of the group comprises senior representatives of the founding partner organisations: CSH, The Health Foundation, Health Education England (HEE) and King's College London. In addition, individuals or representatives of organisations with expertise and connections in quality improvement and/or health professions education may be invited to join the group. The maximum size of the Reference Group will be 12 members. Membership will be reviewed after 18 months from September 2022.

## Accountability

Members of the group will normally act as representatives of their employing organisations and may also act in a personal capacity. Individuals who commit to joining are expected to be active members and attend the two meetings per year or provide written input to the agenda.

## Meetings

Meetings will be held twice each year online. Meetings will be organised by CSH and chaired by the nominated Chair.

Non-members may attend group meetings to support discussion of specific agenda items, by invitation of the Chair.

Secretariat for the group will be provided by CSH.

## Topics

Topics for the meeting will be generated from action points from the previous meeting, the progress reports provided by the programme team and any recent developments.

## Agenda and minutes

The agenda and arrangements of the meetings will be circulated at least one week in advance of the date. Agenda items should be submitted to the secretariat by e-mail at least two weeks before the meetings. Minutes and actions will be the responsibility of the Programme Manager and will be circulated by e-mail with a target date of 2 weeks after the meeting.

## Review

The group will be reviewed at its second meeting (Spring 2023) and if necessary, updates to the Terms of Reference will be made.