

Cancer Services Users Group

Role Description

The Cancer Services Users Group is being established to give a focus to the work of Cancer Services and help shape and support its work by patients and carers .

We hope to recruit Patients and Carers to the group to listen to their insights on Cancer Services and then use this experience to help shape plans and influence decisions to design and deliver future services.

By working in partnership, we hope to:

- **Improve** the services we provide to anyone affected by cancer
- **Enhance** the experience of individuals who use Cancer Services

Group members will be current and recent or former patients and carers who have been affected by a diagnosis of cancer and used Belfast Health and Social Care Services.

To establish the Cancer Services Users Group we are interested in receiving applications from Carers or Patients who meet the following criteria:

- Current or former Patients and Carers aged 18 years or over who are affected by a diagnosis of cancer
- Have experience of Cancer Services provided by Belfast Health and Social Care Trust
- Capable of working with reports, papers and correspondence, and giving views on these
- Able to attend meetings (usually 4 per year)
- Agree to adhere to the terms of reference of the group, including requirements of confidentiality
- Able to use their own experience to develop general views on the strengths of current services and on areas of which are in need of improvement

In order to support all participating on the group, all new members will be:

- Formally inducted onto the group
- Meeting papers and minutes will be circulated well in advance to enable carers to read and clarify issues before meetings
- Supported to access any training that they feel they require to maximise their effectiveness in this role
- Provided with a copy of the reimbursement policy and ensured that all relevant expenses are paid in a timely manner
- Ensured that meetings are chaired in a manner that facilitates maximum involvement

Process for recruitment

- Those Patients or carers interested, are asked to complete an expression of interest form (see attached)
- The selection process will be managed by a senior person from the Trust with responsibility for engagement and an Cancer Services member of staff
- Those people who meet the criteria will be invited for an informal interview. Individuals will be informed of the outcome and those people not successful will be contacted to discuss other opportunities for involvement

Please send completed application forms to;

**Janet Morrison
77-81
Lisburn Road
Belfast
BT9 7AB**

Or e-mail the completed application to:

Janet.morrison@belfasttrust.hscni.net

Expression of Interest Form

Personal Details

Name: _____

Address:

Telephone Number: _____

Email address: _____

Please tell us why you would like to be involved in (i) the Cancer Services Users Group

(ii) About your previous and current experience you have of Cancer Services Belfast Health and Social Care Trust

Please tell us about any experience you have of working with reports, papers and correspondence, and giving views on these

Please tell us about any experience you have of participating in groups or on committees

Are you able to attend a minimum of 4 meetings per year?

Yes

No