

# South Thames Paediatric Network Board – Parent Representative Information Pack



## Welcome

Thank you for your interest in the role as Parent Representative on the South Thames Paediatric Network Board. This role is invaluable in ensuring that the patient and parent voice remains at the heart of all the Network does.

The South Thames Paediatric Network (STPN) was established in 2018 following the national review of Paediatric Critical Care and Paediatric Surgery. The STPN is commissioned and funded by both NHSE London and NHSE South East to deliver its core programme of work, which currently focuses on Critical Care, Surgery in Children, and Epilepsy.

The Network also hosts a programme funded by the Tony Hudgell Foundation via the Evelina London Charity which in Phase 1 focused on AHP Provision for children with complex needs, and now in Phase 2 will focus on pathways and care for children requiring tone management caused by spasticity and/or dystonia. The STPN works in close collaboration with the Pan Thames Paediatric Long-Term Ventilation Programme, the Lifelong Congenital Heart Disease Network and the South Thames Children Teenagers and Young Adults Cancer Operational Delivery Network.

In your role as Parent Representative, we hope you will share your experiences and perspectives to inform decision-making and drive improvements in Paediatric care. The STPN is committed to building strong, supportive relationships with our Board representatives. We want to understand what matters most to patients and families so we can continually improve.

The Board meets quarterly. We are here to support you in any way we can. Please do not hesitate to get in touch if you need anything. We hugely value your contribution and are excited to work with you this year.

With very best wishes,

Sally Watts (STPN Manager)

Mr Feilim Murphy and Dr Ryan Watkins (Joint Clinical Directors)

[South Thames Paediatric Network](#)

## The South Thames Paediatric Network Overview

### Our Network

The STPN works in close collaboration with healthcare providers and commissioners, working together to optimise healthcare across the South London and South East England region. Please use the following link to see the areas our Network serves:

[Our geography and hospitals | South Thames Paediatric Network](#)

Clinical networks are an NHS success story and have been responsible for some significant and sustained improvements in the quality of patient care and the outcomes of their treatment. Combining the experience of clinicians, the input of patients and the organisational vision of NHS staff they have supported and improved the way we deliver care to patients across secondary and tertiary care.

Our Vision is to 'Improve healthcare for children and young people, together'

As part of our five-year plan, we want to ensure that:

- Children in the network have access to high-quality specialist paediatric care in the place most suitable to their needs, at the appropriate time.
- Care will be standardised across the network, governed by quality standards and agreed pathways.
- Network partners share learning on valuable aspects of service delivery and development, clinical best practice, service transformation, new models of care and workforce solutions.
- Economic benefits for both providers and commissioners are achieved through improved efficiency of services.

### Network Board Meeting

The Network Board is a quarterly formal meeting where the Network Management Team update project progress and share successes and challenges in the network, as well as review the strategic role of the network. The Board consists of the STPN senior management team, representatives from NHSE London and South East Specialist Commissioning and five Integrated Care Systems (South London, Kent &

Medway, Surrey Heartlands and Sussex) as well as senior clinicians representing local smaller geographical areas. Agenda and papers are usually sent out 7-10 days before the meeting.

Please use the following link to meet the STPN Team:

[Who we are... | South Thames Paediatric Network](#)

## Further Information

The STPN website ([STPN homepage | South Thames Paediatric Network](#)) provides an overview of the South Thames Paediatric Network, its workstream and its vision. It also includes information about the network's services and resources. The website contains information on upcoming events.

Our Annual Reports can be found through this link: [Our annual reports | South Thames Paediatric Network](#)

## How Does the NHS Work?

This short video from The King's Fund explains the key organisations that make up the NHS and how they can collaborate with partners in the health and care system to deliver joined-up care: [How does the NHS in England work and how is it changing? | The King's Fund \(kingsfund.org.uk\)](#)

## Parent Representative Role Description

Position: Parent Representative, South Thames Paediatric Network

### Parent Representatives

Parent Representatives are people who are willing to share their perspective and experience of the NHS to inform health services in a range of different ways and they also seek views from others.

The STPN is committed to ensuring that the views of patients, family members and carers are included in the decision-making process. The input of Parent Representatives allows the network to make fully informed, patient focused decisions that impact Paediatric patients across the region and influence the long-term strategy of its network of hospitals. Please note that the Board is not able to discuss specific cases as we do not work with patient identifiable information.

### Role Specification

Specification	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> <li>Experience of what it means to be a parent/carer of a child or young person with the need to access specialised services.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience as a user representative.</li> <li>Previous experience of leading a forum or group which represents service users.</li> <li>Previous experience of work with charitable organisations supporting the needs of CYP.</li> <li>Previous experience of healthcare services for CYP.</li> <li>Previous experience demonstrating an awareness of health inequalities relating to CYP.</li> </ul>
Education/Training	<ul style="list-style-type: none"> <li>Willing to undertake relevant training to be able to fulfil the role.</li> </ul>	<ul style="list-style-type: none"> <li>A working understanding of emails, Word, Excel, PowerPoint.</li> <li>Understanding of websites (creation and maintenance).</li> </ul>

Relevant Skills/Aptitudes	<ul style="list-style-type: none"> <li>• Good listening skills.</li> <li>• Ability to build relationships quickly with professionals and parent/carers.</li> <li>• Ability to maintain confidentiality.</li> <li>• Ability to be objective and focus on the collective view of parents, putting their own personal circumstances or situation to one side.</li> <li>• Openness and honesty.</li> <li>• Willingness to work with others in a solution focused way.</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled in networking and developing positive partnerships.</li> <li>• Well-developed interpersonal skills with an ability to communicate with professionals, colleagues, and parent/carers.</li> <li>• Ability to motivate and inspire families.</li> </ul>
Organisation and Administration Skills	<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> <li>• Ability to reach out to other parent carers.</li> </ul>	<ul style="list-style-type: none"> <li>• To be able to use own initiative and work effectively individually if needed.</li> <li>• Ability to use the internet and social media platforms with confidence.</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>• Be prepared for flexible working around your own circumstances.</li> <li>• Be able to attend STPN Board meetings in person or on MS Teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to travel around the STPN geography.</li> </ul>

### Main Duties and Responsibilities of the Role

- Represent the views of children, young people and their families to the Board and actively participate in and contribute to its work.
- Attend meetings or events and allocate sufficient time to prepare.
- Engage effectively with local CYP and families, service users, carer groups and the wider community to ensure that their voice is heard, communicated and acted upon.
- Proactively seek feedback from existing forums representing users of health services.
- Proactively seek feedback from other groups of CYP and families not represented by existing forums, especially under-represented groups.
- Participate as required in patient, service user and public engagement activities held by or connected with the STPN (such as conversation events).
- Always act ethically with regard to potential conflicts of interest, and respect and observe the values.
- Support STPN Board and team members to enhance and broaden public participation.

- Help shape the future vision and ambitions for the involvement of CYP and families in the work of the STPN.
- Act as an independent sounding board and a 'critical friend' by asking challenging questions as appropriate, and review public-facing information as requested.

### The Parent Representative must be able to:

- Understand the role of the STPN and the scope of its work.
- Acquire an understanding of STPN priorities and objectives.
- Understand that the role's purpose is to represent the collective voice of the public, not a particular agenda of any person, interest group or organisation.
- Respond appropriately to the needs of different audiences.
- Demonstrate the qualities that align with the values of the STPN; selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- Communicate effectively both verbally and in writing.
- Respect other people's views, and allow others with differing opinions, life choices, or experiences to be equally heard.
- Work closely and collaboratively with others as part of a team.

### Benefits of the Role

- Supports the network and the wider Paediatric community
- Pass on experiences that could provide learning opportunities or service improvements
- Gain exposure to senior NHS stakeholders and knowledge of the healthcare system
- The flexibility to commit as much or as little time as a person can give
- Reimbursement of travel expenses

### How you will be supported in this Role

We are committed to supporting Parent Representatives and removing any barriers that may prevent them from contributing to the Network. We also wish to ensure that representatives reflect the diversity of our population and that we hear a range of voices and opinions. Therefore, the STPN will:

- Reimburse travel expenses where necessary, upon production of receipts.
- Arrange an introductory meeting with key member(s) of the STPN Team before your first board meeting.
- Send copies of meeting papers ahead of time so that you have enough time to prepare.
- Allow you to ask questions or discuss queries before or after meetings.
- Support a flexible time commitment outside of core network meetings.

#### Factors that would disqualify you taking on/continuing the role

- Being an employee of a stakeholder organisation (NHSE/ICB/provider organisation).
- Being a spouse, partner, parent, or child of a member of the STPN Board or team.
- Being subject to a Sex Offender Order.
- Conviction in the last five years of any offence.
- Refusal to undertake a Disclosure and Baring Check (previously known as a Criminal Records Bureau check).

#### STPN Key Contacts

Name	Email	Role
Sally Watts	<a href="mailto:Sally.watts13@nhs.net">Sally.watts13@nhs.net</a>	Network Manager
Magda Rocko	<a href="mailto:magdalena.rocko@nhs.net">magdalena.rocko@nhs.net</a>	Deputy Manager
Ryan Watkins	<a href="mailto:ryanwatkins@nhs.net">ryanwatkins@nhs.net</a>	Joint Clinical Director, STPN
Feilim Murphy	<a href="mailto:feilim.murphy@stgeorges.nhs.uk">feilim.murphy@stgeorges.nhs.uk</a>	Joint Clinical Director, STPN
Network Team Inbox	<a href="mailto:england.stpn@nhs.net">england.stpn@nhs.net</a>	Network Management Team



## Confidentiality

(PLEASE RETAIN A COPY OF THIS DOCUMENT FOR FUTURE REFERENCE)

During the course of your volunteering activity, you may have access to see or hear information of a confidential nature. You are expected to use your discretion and maintain confidentiality about information relating to all aspects of your volunteering activity.

Disclosures of information relating to medicines safety including incidents or errors, audit data, patients, members of staff or that which you acquire during the course of your volunteering activity may only be disclosed with the agreement of your Supporter. The Data Protection Act 1998 renders an individual liable for prosecution in the event of unauthorised disclosure of information, or action for civil damages under the same Act.

Should you have any cause for concern about confidentiality you should discuss this with your nominated supporter within the organisation:

Name: Sally Watts, Network Manager.

Sally.watts@gstt.nhs.uk

CONFIDENTIALITY

I have received, read and understood the Guy's and St Thomas' NHS Foundation Trust Confidentiality Clause.

Name .....

*(Please print)*

Signature .....

Date .....

PLEASE RETURN TO:

[england.stpn@nhs.net](mailto:england.stpn@nhs.net)