

**Procurement of Domiciliary Care Services across Sheffield**

**Recruitment of Patient / Carer Representatives to be involved**

**Overview**

NHS Sheffield Clinical Commissioning Group (CCG) has started going through a formal process to find three main providers of domiciliary care services across Sheffield for patients eligible for continuing healthcare. The CCG are keen to ensure that the service will meet the needs of the local population across Sheffield and provide value for money.

**What do you want from me?**

The CCG recognises that the valuable knowledge and experiences of the patients and their carers who use these services is second to none. It therefore makes sense that patients and carers are given the opportunity to be part of the decision making on finding new providers for their service. We would like to offer you the chance to be part of the team that evaluates the potential providers of local domiciliary care services. The role will involve attending an initial briefing session, scheduled meetings and reading through and helping to evaluate the formal bids from those wishing to provide the service.

**Purpose of Patient/ Carer Representative Role:**

To give a patient/ carer perspective to the evaluation of prospective providers of local domiciliary care services for patients eligible for continuing healthcare across Sheffield.

**Responsibilities:**

* To attend an initial briefing meeting to explain how the evaluation will be carried out.
* To score tenders against pre-agreed evaluation criteria, using an online system.
* To maintain confidentiality
* To declare any potential conflict of interest for example: not be linked to any potential providers of the service.
* To contribute to discussions within the project team about the relative merits of different potential providers and their tenders, should the initial scoring process prove inconclusive.

**Requirements, Experience, Skills and Knowledge:**

1. Patient or Carer familiar with domiciliary care and who lives, or accesses services, in Sheffield
2. Commitment to representing the needs of patients and the public
3. Good communication skills
4. Ability to understand and analyse written information
5. Ability to attend and contribute to formal meetings, briefing sessions as required and experience of thinking of services as a whole.
6. At the end of the process, feel able to advise on how the role of a patient/ carer representative on a procurement panel can be developed in the future to ensure that we gain the most from patient and carer engagement in Sheffield.

**How many patient/ carer representatives are you looking for?**

We are hoping to recruit one Patient Representative and one Carer Representative to represent the interests of patients and carers in Sheffield on the panel.

**What we will do for you?**

We will offer you guidance, support and training where necessary. In return for your involvement we will cover travel expenses and reasonable out of pocket expenses.

**What is the time commitment?**

Please note dates need to be confirmed and may change. There will also be an introductory session time and date to be mutually agreed with the patient/ carer representatives. Most of the evaluation will be done online. This does not have to be done at a set time but there will be a timescale for having completed your scoring of all of the tenders.

**Other information**

* You will be asked to sign a confidentiality agreement
* You will be offered ongoing support to enable you to fully understand and contribute to the process
* Some information will be circulated via email and therefore access to the internet is desirable. If this is not possible, paper copies will be made available.

**Suggested Timetable**

**Recruitment of Patient/ Carer Representatives**

Applications sought from local patient/ carers for the above positions.

Closing Date – 25th July 2014

All applicants will be notified of the outcome of their application by Tuesday 29th July at the latest.

**Briefing session for Patient/ Carer Representatives**

Briefing session to be held to discuss the tender specification and procurement process along with the requirements of the above roles in further detail and answer any questions that interested representatives may have.

Date: 4th August 2014 Time: TBC Duration: approx. 2 hours

**Evaluation will be from 5th August until 14th August**

Depending on the number of bids, the time commitment could be up to about 24 hours, spread amongst the dates as you choose.

**Consensus Meeting**

Meeting for everyone involved in the procurement process to agree scoring and next steps – mandatory attendance required for all involved

Date: 15th August 2014 Time: TBC (PM) Duration: approx. 2 hours



**Procurement of Domiciliary Care Services across Sheffield**

**Application for the role of Patient/ Carer Representative on the Procurement Panel**

If you would be interested in applying for one of the roles described, please fill in the form below with your contact details and a brief summary (500 words or less) highlighting the reasons as to why you would like to participate in this process.

|  |  |
| --- | --- |
| Name  |  |
| Address  |  |
| Email address  |  |
| Phone number  |  |
| Please indicate the position that you are interested in with a ✓in the box provided | Patient Representative  |  |
| Carer Representative  |  |
| Why I would like to participate in this process (500 words or less)  |
|  |

Please return this via email to the CCG Engagement Team via the following email address - SHECCG.EngagementActivity@nhs.net with the subject heading – Procurement Panel Representative Application. If you do not have access to email, please contact us via phone on 0114 305 1122 and we can make alternative arrangements.

The deadline for responses is Friday 25th July. All applicants will be notified of the outcome of their application by Tuesday 29th July at the latest.

Thank you for your interest in being involved