**NIHR Yorkshire and Humber Patient Safety Translational Research Centre**

**Patient and Public Involvement and Engagement (PPIE)**

**Lay Leader Application Form**

Thank you for your interest in becoming a Lay Leader for the NIHR Yorkshire and Humber Patient Safety Translational Research Centre (PSTRC).

* Do you live in Yorkshire and Humber?
* Are you interested in improving healthcare to make it better and safer?
* Do you like learning about new things and have a curious mind?

Please read the ‘**Role Description**’ before completing an application form. The role description is available to download from:

<https://yhpstrc.org/wp-content/uploads/2019/08/Lay-leader-role-description.pdf>

There will two waves of recruitment to maximise the opportunity for candidates to apply. Shortlisted candidates will be invited to attend an informal meeting and this can be via face-to-face, phone call or videocalling. Reasonable travel costs and expenses will be reimbursed.

The first **closing date** for applications is: 5 September 2019 at 5pm. If you are interested in applying to be the lay leader for the Workforce engagement and wellbeing theme, we recommend applying by this date.

**First Round - Informal meetings with shortlisted candidates** will be held on 10th September 2019. All invitations for the informal meeting will be sent by 6th September 2019.

The second **closing date** for applications is: 16th September 2019 at 5pm.

**Second round - Informal meetings with shortlisted candidates** will be held on 23rd September 2019. All invitations for the informal meeting will be sent by 17th September 2019.

If you have any questions or you are likely to be unavailable to meet over this period, please contact us before submitting an application so we can advise you further:

email: [Olivia](mailto:Carolyn.Clover@bthft.nhs.uk) Joseph or phone: 01274 274574.

**1. Your details**

|  |  |
| --- | --- |
| **Title (Mr, Mrs, Ms etc.)** |  |
| **Name** |  |
| **Email address** |  |
| **Telephone number:** |  |

**2. Why you are applying**

Please tell us why you would like to be a Lay Leader for the PSTRC (Max 200 words).

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**3. Your knowledge and experience**

What knowledge, qualities and relevant experience would you bring to the Lay Leader Role (Max 200 words) :

Please refer to the **Role Description**

<http://yhpstrc.org/wp-content/uploads/2019/08/Lay-leader-role-description.pdf>

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**4. Additional Requirements**

Please indicate whether you have any additional requirements or needs e.g. carer or childcare costs, specific dietary or accessibility requirements

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**5. Other opportunities for involvement**

If you are unsuccessful in your application, we have other opportunities for involvement. Would you like us to add you to our database of people interested in public involvement opportunities?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**6. Your declaration**

I agree to this information being used for legitimate purposes connected with the recruitment and selection process. I declare that the information that I have given is, to the best of my knowledge or belief, true and complete.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:**  ***By hand or electronic*** |  | **Date:** |  |

**7. Referees**

Please provide contact details for two referees who can comment on your suitability for the role. If you are unable to do this, please tell us why.

|  |  |  |
| --- | --- | --- |
| **Referee 1** | Name |  |
|  | Job title/Position/ Relationship |  |
|  | Email |  |
|  | Telephone |  |
| **Referee 2** | Name |  |
|  | Job title/Position/ Relationship |  |
|  | Email |  |
|  | Telephone |  |

Thank you for completing an application form. Please return your completed form as follows:

**By email**: Olivia Joseph, PPIE Lead for the PSTRC: Olivia.Joseph2@bthft.nhs.uk

**By post:**

Olivia Joseph, Research Fellow for PPIE, Bradford Institute for Health Research, Temple Bank House, Bradford BD9 6RJ

If you would like any of the papers in a different format or if you need more information or have any questions about your application, please contact us by email: [Olivia.Joseph2@bthft.nhs.uk](mailto:Olivia.Joseph2@bthft.nhs.uk) or telephone: 01274 27 4574

**Equality and Diversity Monitoring**

After the closing date, we will send you an email to complete an online equality and diversity monitoring form. The email will come from [Carolyn.Clover@bthft.nhs.uk](mailto:Carolyn.Clover@bthft.nhs.uk). We will use this information to help ensure our recruitment practices are fair and appropriate, and to plan and target our future recruitment of Lay Leaders.

This is a short, voluntary questionnaire and we will not ask for any details that will identify you as an individual or connect your responses to your application.

**General Data Protection Regulation 2016**

***WHAT HAPPENS TO YOUR DATA?***

Your personal information is held and used in accordance with the General Data Protection Regulation 2016 (GDPR) EU 2016/679 and the Data Protection Act 2018. At the Bradford Teaching Hospital Foundation Trust, your data are held securely on a secure server with restricted access. The Yorkshire and Humber Patient Safety Translational Research Centre is the Data Controller under GDPR.

The Bradford Teaching Hospital Foundation Trust values the privacy of individuals who share their data and process it in a manner that meets the requirement of the GDPR. More details, including information about your rights, are in our [privacy policy.](https://www.bradfordhospitals.nhs.uk/privacy-statement/)

***WHO HAS ACCESS TO YOUR DATA?***

The shortlisting panel and the interview panel will have access to data from your application form.

***HOW LONG DO WE RETAIN YOUR DATA?***

On completion of the recruitment process, unsuccessful applications will kept for 6 months. After 6 months they will be destroyed. Successful applications will be stored securely. Your data will be held on a secure server with restricted access. The Yorkshire and Humber Patient Safety Translational Research Centre is the Data Controller under GDPR.

***HOW CAN YOU ASK FOR YOUR DATA TO BE REMOVED?***

You can ask for your details to be removed at any time by emailing us at [Olivia.Joseph2@bthft.nhs.uk](mailto:Olivia.Joseph2@bthft.nhs.uk)