

## **BRIEFING PAPER : Clinical Review Panels:**

### **The Role of the Citizens' Assembly**

#### **1.1 The role of citizens on a clinical review panel**

The core role of a Citizens' Assembly (CA) member on a clinical review panel (CRP) is to provide the patient and public perspective on the clinical model being presented.

When reviewing documents, the Clinical Senate will consider the quality of the clinical offer being made. For CA members, this will primarily focus on the following:

1. The acceptability of the proposed changes: CA members will need to consider if the system is proposing a clinical model that will be acceptable to service users and consider how these service users might feel about receiving these new or changed clinical services.
2. The accessibility of the proposed changes: CA members should consider service users' ability to access the proposed clinical services, particularly where there have been changes to the location of a service.

#### **1.2 Key questions for citizen panel members**

- What is the proposed patient pathway and how will it change from the current pathway?
- How do the proposed changes impact the patients using the services?
- Will patients be able to easily navigate through the proposed system?
- What challenges might a patient face?
- What key questions might a patient have about the proposals?
- Does the pre-consultation business case (PCBC) include patient stories/case studies that outline a service user's experience of the current clinical model as well as the proposed clinical model?
- Will there be an evaluation of patient views after implementation and how will these changes be evaluated?

- 'What is the proposed patient pathway and how will it change from the current pathway?'

The role of CA members on the panel is not to assess the levels of public engagement carried out as this is assessed elsewhere in the assurance process.

### **1.3 Clinical Review Panels**

There are two Citizens' Assembly members on each CRP.

The CA uses a buddy system whereby an experienced CA member pairs up with a less experienced CA member and the aim is to support one another through the review process.

Buddies are encouraged to meet prior to the review panel meeting (virtually or Face to Face) to discuss the documentation and to decide upon any key issues they would like to raise.

### **1.4 Commitment**

As well as attending the all-day panel meeting, CA members should expect to receive emails with details of the review from the Clinical Senate Management team in the 8 weeks leading up to the review panel meeting. During this time, panel members may be expected to read and review documents such as a clinical case for change.

Two weeks prior to the panel meeting, panel members will be sent the final pre-consultation business case from the proposing system. CA panel members will be expected to read and review the document using questions from Section 1.2. It is also advised that CA members meet their buddy prior to the review panel meeting to discuss the document.

### **1.5 Remuneration and Expenses**

£150.00 per day will be paid to CA members who participate in a CRP as well as all reasonable expenses incurred by panel members as long as they do not exceed the agreed rates (see Review panel members handbook). Receipts are required for all expenses, except where travel and accommodation has been booked directly by the South West Clinical Senate.

The details of this are in line with the NHS England PPV expenses policy which we can supply to you if required.

### **1.6 Clinical Review Updates**

Upcoming clinical reviews will be discussed during standard Citizens' Assembly (CA) meetings as part of a Clinical Senate Update item. The item will cover details around the changes proposed, discussions (formal and informal) that have taken place between the Clinical Senate and the system, the type of review that may take place and expected timelines.

### **1.7 Joining a clinical review panel**

Citizens' Assembly members who would like to join a review can either volunteer during Citizens' Assembly meetings or email [Rachel.perry12@nhs.net](mailto:Rachel.perry12@nhs.net) to express interest. Only CA members who live out of the area impacted by the proposed changes will be eligible to take part in the CRP.

### **1.8 Confidentiality and Conflicts of Interests**

Citizens' Assembly members taking part in clinical reviews will be asked to sign a Confidentiality Agreement.

All information shared with CA members about clinical reviews is confidential. As well as discussions and emails, CA members will be notified of confidential materials and will be advised not to share. CA members should also follow NHS England and Improvement's Confidentiality Policy when discussing confidential matters.

The Chair will also ask for Conflicts of Interest to be declared at both Clinical Senate Council meetings and Clinical Review Panels. The Clinical Senate Council COI policy applies to CA members.