



## **Engagement Champions Role Description**

Engagement Champions are advocates for patient and public engagement (PPE) in the Clinical Commissioning Groups (CCGs) in the North Place (East Surrey, Crawley and Horsham and Mid-Sussex), working closely with the Engagement Team (North Place) to support the CCGs' patient and public engagement and participation functions.

Engagement Champions are internal staff in the CCGs.

### **Purpose of the Role:**

Engagement Champions are conduits between their teams and the Engagement Team (North Place) on all matters related to engagement, patient and public participation and equalities issues related to engagement, outline of responsibilities is below:

1. To support the embedding of the principles of patient and public engagement (PPE) in their team.
2. To assist their designated team with Engagement Reporting including Registering Projects and Logging Engagement Activity on the Engagement Database.
3. To ensure equalities based engagement is embedded, covering the 'protected characteristics' outlined below:
  - Age
  - Disability
  - Gender Reassignment
  - Marriage and Civil Partnership
  - Pregnancy and Maternity
  - Race
  - Religion or Belief (including no belief)
  - Sex
  - Sexual Orientation
4. To be a resource for their team in terms of knowledge of patient and public engagement and participation, including sharing best practice.

### **Nominated by:**

The Engagement Champions are nominated by the relevant Head of Department for their area.

### **Commitment:**

There are regular meetings for the Engagement Champions to share best practice on patient and public participation, and the equalities issues related to engagement, to update the group on engagement activity and to support the Champions in their role. Full dates for 2018/19 are below:

- Monday 26 November 2018, Lecture Theatre
- Thursday 28 February 2019, Meeting Room 1
- Thursday 28 June 2019, Meeting Room 1
- Thursday 24 October 2019, Meeting Room 1

**Tenure:**

Minimum of one year.

**Point of Contact:**

The Engagement Team (North Place) will keep in contact with the Engagement Champions to clarify their role, answer any queries they have, and update them on relevant information. Contact details for the Engagement Team (North Place) are below:

- Pat McGrath, Engagement Manager (Horsham and Mid-Sussex CCG and Crawley CCG – based in Crawley) [pat.mcgrath2@nhs.net](mailto:pat.mcgrath2@nhs.net)
- Carol Rowley, Patient Experience Lead (East Surrey CCG – based in Oxted) [carol.rowley4@nhs.net](mailto:carol.rowley4@nhs.net)
- Isabel Costello, Engagement Officer (Horsham and Mid-Sussex CCG, Crawley CCG, and East Surrey CCG – based in Crawley and Oxted) [Isabel.costello1@nhs.net](mailto:Isabel.costello1@nhs.net)

**Unavailability:**

In the event that an Engagement Champion will be unexpectedly unavailable they should notify their line manager who should then notify the Engagement Team who will liaise with one another to find a suitable replacement.

**Engagement Officer (North Place), October 2018**

