##

## Core Duties: Applying to ALL Roles of a Lay Partner

* To represent the patient/public viewpoint
* To represent Health Education East Midlands
* To raise patient safety concerns
* To be the eyes and ears of the Quality and Regulation Team
* Leading by example, behaviour, values, etc.
* To be a critical friend to Health Education East Midlands
* To understand the processes of the events attended
* To observe and raise any issues
* To highlight good practice
* To ensure decision making processes are consistent, robust and transparent
* To provide feedback
* To provide scrutiny of process
* To ensure equity and fairness

## Additional Elements to Roles

## Role: Recruitment

* See core duties (National Process applies)

## Role: Internal HEEM Appointments

* Equal participant on interview panel (asking questions, scoring, discussion of candidates.)

## Role: ACRP Panels

* To raise any concern about the outcome from the panel to the Chair
* To attend, where possible, all anticipated non-standard outcome panels and to observe the feedback sessions for non-standard outcomes. (The Gold Guide requirement is to review a minimum of 10% of outcomes and supporting evidence).

## Role: Appeals

* Equal participant of the Appeal Panel
* To consider the appeal documentation prior to the appeal
* To ask relevant questions at the appeal

## Role: School Boards

* Equal participant of the Board

## Role: Quality Scrutiny Board

* Equal participant of the Board
* To consider School self-assessment documentation
* To prepare relevant questions for the School
* To play an active role at the Quality Scrutiny Board, eg asking questions.

## Role: Quality Visits (including Special Visits, Routine Visits, Programme Reviews)

* Equal participant of the visit.
* Role training to follow.

**Other Roles**

* **Strategy and Policy**
* **Trainee in difficulty Reference Group**
* **Inter Deanery Transfers**
* **Consultation Groups**