



Professional
Record
Standards
Body

ROLE DESCRIPTION & ADDITIONAL INFORMATION

Role	Member of the PRSB Assurance Committee
Type of Role	Fixed Term – review after 2 years
Remuneration	The remuneration is £200 per day (based on 8 hours per day), and covers time spent at the meetings and reviewing papers we send to you. Travel and other out of pocket expenses will be claimed separately.
Commitment	<ul style="list-style-type: none">• Meetings (typically 2 hours) are held monthly in London and can be joined by telephone.• Between meetings you will be required to comment by email on a variable number of reviews and proposals, usually with a one week turnaround.• Typical monthly commitment is 2 days total, but may vary month on month.

About the PRSB Assurance Committee

The PRSB (Professional Records Standards Board) creates and supports the adoption of standards for digital health and social care records. Care record standards exist to improve the safety and quality of health and social care. They ensure that the right information is recorded correctly and can be accessed easily.

PRSB Assurance Committee is the process by which PRSB provides professional, patient and carer quality assurance for the methods used to develop professional care record standards to ensure end user usability and interoperability in clinical and social care practice. It also includes assurance of any information models developed to support PRSB standards.

The core purpose of the PRSB Assurance Committee is to ensure proposed work to be delivered is considered strategically and in the context of the wider system as well as other existing and planned standards. This will ensure that the Committee can test that we are delivering the right things and that they are being delivered in the most efficient and optimal way.

The scope of the Committee covers professional record standards and information standards and, increasingly, includes implementation plans. In particular, Committee members should test that standards have been professionally validated in line with the essential assurance criteria and that technical standards faithfully translate them.

Responsibilities of Patient/Service User representatives

Patient/Service User representatives are asked to contribute constructively and effectively, ensuring that the patient /social care user perspective is reflected in reviews and development of standards, particularly focusing on the patient/service user experience, understanding and perspective. This will mainly be by:

- ⇒ Commenting on reviews promptly and clearly by email between meetings – this is an integral part of the role
- ⇒ Attending meetings and contributing strategically and appropriately.

Competencies required

- Knowledge of the NHS/social care system and the ways that digital technologies are developing and evolving to support health and care
- Interest in digital health and care records and their development
- Understanding of data issues and concerns relating to patients, service users and citizens
- Ability to stand back from your personal situation to reflect the range of patient /service user experience.
- Effective communication skills – clear and concise - both in writing and person
- Comfortable and confident contributing in a committee environment and with a range of people round the table
- Ability to work constructively and effectively with other members of the Committee
- Able to review and comment on complex proposals and papers to required timescales (usually to a 1 week turnaround).

Please note: *patient/service user representatives are there to contribute from that perspective, and so do not need technical or clinical knowledge/expertise.*

How to apply

You can find out more about PRSB on our website <https://theprsb.org/> .

To apply to be a patient/service user representative on the PRSB Assurance Committee, please provide the following:

- **a letter** explaining how you meet the required competencies above
- **a brief CV** (preferably 1 page) outlining your education, experience and skills – this can include both employment and voluntary experience, and life experience.

Please email both letter and CV to martin.orton@theprsb.org by 3rd August. The selection process may involve an informal interview.

We are hoping the new representatives will be able to start in September, or sooner.

If you have any queries, please contact Martin Orton (martin.orton@theprsb.org or 07776 252157).