

Volunteer role description

Volunteer role title: Patient representative: Telemedicine in care homes procurement

Overall purpose of volunteer role:

To support the procurement process and evaluation of provider bids for the **Telemedicine in Care Homes service** at **North West London Collaboration of Clinical Commissioning Groups / NHS Hammersmith and Fulham CCG**.

What we are looking for:

- Prior experience of procurement processes useful but not essential;
- Confident at speaking up in group discussions;
- Good communication and listening skills;
- Attention to detail;
- Enthusiastic;
- Approachable;
- Ability to maintain confidentiality;
- A commitment to support the work of the CCG and represent the CCG in a positive way.

What can we offer you:

- Information to help you carry out your role effectively;
 - Full training, support and guidance related to procurement;
 - The opportunity to contribute to an important area of work, which could ultimately help to improve the lives of people who are in the last phase of life;
 - All travel expenses will be covered by the CCG.
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Main elements of volunteer role:

Ideally the patient representative will have had some experience as a carer in a relevant area to the service being proposed.

- Attending service briefing and procurement evaluation training;
- Detailed reading/review of specific questions from the bids (across all providers);
- Marking each bid individually and discussing marks at a moderation meeting on 22nd March ;
- Maintain strict confidentiality about bidder information

Timescales

The table below outlines a draft timetable of the procurement:

Activity	Date
Programme briefing and procurement training	2 hour session between 6 th and 9 th March – exact date negotiable with Sarah Alliston
Assessment of bids (exact length of time required to mark bids during this week will depend on how many bids are returned)	13 th – 17 th March
Procurement moderation meeting (exact length of meeting will not be known until bids have been received. Please put the whole day aside 10am – 5pm)	22 nd March

We hope you will:

- Support the CCG in its work and carry out your volunteer role to the best of your ability.
- Support CCG procedures and standards by:
 - Being aware of your own health and safety and that of others.
 - Respecting others and treating people equally irrespective of age, race, sex, class, economic status, disability, sexual orientation and religious belief.
- Be accountable and accept constructive comments.

Please contact **Sarah Alliston (Senior Programme Manager):**

sarah.alliston@nw.london.nhs.uk / 0203 350 4280 if you are interested in the role. Many thanks indeed.