Invited Review Mechanism
Roles & Responsibilities: Lay Reviewer

Background

The Royal College of Surgeons of England (RCS) is committed to enabling surgeons to achieve and maintain the highest standards of surgical practice and patient care. The invited review mechanism (IRM) can be used across the NHS and independent sector in England, Scotland, Wales and Northern Ireland as well as the Republic of Ireland. It is intended that this process is seen as giving a fair, independent professional review which will support, but not replace, a local healthcare organisation’s existing local procedures for dealing with such matters (or the processes of any formal regulatory body). When a healthcare organisation needs an external expert opinion, an invited review can provide expert independent and objective advice.

Invited reviews are a partnership between the RCS, the specialty associations (SSA) and lay reviewers representing the patient and public interest. We believe that invited reviews offer a highly valuable resource by providing healthcare organisations with independent expert advice. Through reliable and trustworthy peer review processes standards can continue to be improved and concerns can be addressed.

The structure of an Invited Review

Generally speaking a lay reviewer will be involved in two types of invited reviews: Service reviews and Individual reviews. A typical review would involve the appointed review team interviewing staff and reviewing documents onsite at a commissioning healthcare organisation for two consecutive days. Following the review visit, a formal report is generated for the healthcare organisation. Future information on the IRM can be found in the Invited review handbook.

The invited review team

The invited review team will normally comprise of three people: two clinical reviewers who are surgeons, (one representing the RCS, one representing the relevant SSA) and one lay reviewer. They will normally also be accompanied by an invited review manager (normally a member of RCS staff). The review process, though not formal, must observe basic rules of fairness and openness. The reviewers must approach the task with a completely open mind. The information reviewed should be relevant to the issue in hand. The reviewers must not exclude relevant information.

General information for applicants

- Invited reviews can take place in England, Scotland, Wales and Northern Ireland as well as the Republic of Ireland. Successful applicants may be asked to participate in reviews in any of these locations. It is expected that the review
team is available for the full two days and travel to the venue the day before the visit.

- Lay reviewers will be invited to attend a reviewer update day for a detailed overview of the IRM process and to participate in discussion of case scenarios with other reviewers.
- Successful applicants will be appointed to a panel of lay reviewers and will be approached to participate in reviews as required. Appointment to the panel does not guarantee involvement in a review visit in the immediate future.
- Applicants will be required to attend an interview as part of the selection process.

**Key Responsibilities**

Lay Members of the Invited Review Panel will:

- Carry out reviews in line with the Invited Review Mechanism framework and guidance for undertaking invited reviews.
- Conduct each review in line with the terms of reference agreed between the College, the commissioning healthcare organisation and the reviewing team.
- Work collaboratively with other members of the reviewing team, the College and the commissioning healthcare organisation.
- Contribute to the planning of the invited review including reviewing documentation provided by the commissioning healthcare organisation and working collaboratively with other members of the reviewing team.
- Maintain the confidentiality of all information relating to the commissioning healthcare organisation, surgeon(s)/service, patients and other parties.
- Follow College guidance on data security.
- Play an active role in gathering relevant information, both through interviews and reviewing documentation.
- Participate fully in review team discussions to: identify areas for detailed exploration, evaluate findings and search for solutions.
- Contribute to the production of the final report including reviewing draft and final versions.
- Review updates provided by commissioning healthcare organisations following invited review visits
- Be invited to participate in appropriate updates as required.
- Help to ensure that the interests of patients and the public are represented.
- Maintain professionalism and avoid conflicts of interest.

**Person specification**

Lay Members of the Invited Review Panel will demonstrate:

- Excellent oral and written communication skills.
- Understanding of leadership and experience of team-working.
- Ability to communicate their own point of view, and listen to different viewpoints to arrive at a consensus.
- Ability to discern and investigate themes and issues.
- Ability to review and reflect upon both written and verbal information and make recommendations.
- Ability to identify, manage and resolve conflict situations.
- Ability to interpret numerical and statistical data.
• Knowledge and understanding of the health sector.
• Experience of representing the public and patient interest.
• Understanding of, and a commitment to, the principles of equal opportunities and diversity.
• Able to remain objective and dispassionate where necessary.

**Term of appointment**

The term of appointment of IRM panel lay members is one year probationary period followed by five years appointment (six years in full). There may be opportunity to be appointed for a further term.

**Expenses and remuneration**

A daily honorarium of £500 will be paid for each of the days of each review visit undertaken. Travel and subsistence costs will be reimbursed to agreed rates.