

## Role description:

# Health & Care Members for the Thames Valley & Surrey Secure Data Environment (TVS SDE) Services and data Access Review Committee (SARC)

### Introduction

Information, or data, about patients is collected and used by the NHS to:

- provide individual care;
- plan health and care services; and
- carry out research into new care and treatment.

To support research and analysis, the NHS is setting up a network of Secure Data Environments (SDEs). SDEs will provide secure storage for patient data. People, like university or industry researchers, can apply to become approved users to access this data. The data they can see is agreed before they are given access. The data will not leave the NHS. (see our [website](#) for further information).

### What is happening locally?

In the Thames Valley and Surrey (TVS), we are working with patients and the public, alongside health and care staff to develop a local SDE covering Buckinghamshire, Oxfordshire, Berkshire, Frimley, Surrey, Swindon and Milton Keynes (see map below).



## **The Services and data Access Review Committee (SARC)**

The TVS SDE is governed, and supported by a number of Committees which will include both Health & Care Members and Public Members.

The SARCs role is to:

1. set policy relating to data held by the TVS SDE;
2. assess and determine the outcome of applications for access to data held in the TVS SDE, having regard to the scope of the TVS SDE Purposes set out in the TVS SDE Provider Terms; and
3. agree the appropriate controls that are required for any approved applications.

We are looking to recruit Health and Care Members to support the work of the TVS SDE by sitting on the SARC.

Further information can be found in the TVS SDE SARC Terms of Reference (attached).

## **The role**

The role of a Health and Care Member is to:

- provide critical professional challenge.
- consider a wide perspective of stakeholder and data controller views from across TVS, and not just represent their own experience.
- support health and care professional awareness of the TVS SDE Programme and its work.
- review and comment on documentation.
- comply with the Terms of Reference set out by SARC.

## **Skills and experience**

Health & Care Members will be drawn from a range of professional backgrounds, sectors and geographical areas, including members from:

- An NHS Acute Trust, providing perspective from the acute sector;
- An NHS Mental Health Trust providing perspective from the mental health sector;
- An NHS Ambulance Trust providing perspective from the ambulance sector;
- An NHS Community Care provider providing perspective from the community provider sector;
- An NHS Primary Care provider providing perspective from the primary care sector;
- A Local Authority, providing social care and public health perspectives.

Health & Care Members may represent the views of more than one sector. We will ensure that the cohort of members appointed come from across the ICSs served by the SDE.

Health & Care Members can come from a range of backgrounds, we are looking for Members across a set of professional backgrounds such as:

- Data Managers
- Service and Administrative Managers
- Doctors
- Nursing, Midwifery and Allied Health Professionals

- Pharmacists
- Primary Care Staff
- ICB staff
- Public Health
- Local Authority

Members are not being asked to represent the whole of the communities/professional groups that they come from.

The following attributes, skills and experience are desirable:

- Experience of committee work
- The ability to provide constructive challenge e.g. exploring what has worked well, what could be even better and what can be learnt
- The ability to interact with a wide range of people, understand what matters to them and represent their views rather than just putting forward a personal view
- A commitment to openness, equality, diversity and inclusion
- The ability to understand and discuss complex issues, including value and ethical considerations
- An interest in health services and data
- Self-motivation and organisation
- Sound judgement and objectivity
- Understanding the need for confidentiality

### **Time commitment**

- The appointment will be for one year in the first instance, with a review after two meetings – there is expected to a meeting held every month as a minimum
- Meetings will be hybrid, with the option to attend in-person (usually in Oxford), or online, for some meetings in-person attendance will be expected
- Meetings will typically be 1.5 hours
- Papers will be sent by email in advance of the meetings. Member will be expected to review the papers in advance of the meeting
- Preparation time for each meeting is likely to be one hour
- A half day, in person, induction will be mandatory and take place on Tuesday 1<sup>st</sup> April

### **How to apply**

If you are interested in applying, please complete the separate application form and email it to: [TVSSDE@ouh.nhs.uk](mailto:TVSSDE@ouh.nhs.uk)

As part of your application, you will be asked to provide details of one referee (there is an advantage to this being your line manager as you will need to confirm that you have the time agreed before application).

Please also complete and return a diversity monitoring form.

**Closing date for application:** Monday 24th February 2025

**Online interview dates:** Wednesday 12<sup>th</sup> and Monday 17<sup>th</sup> March 2025

If you have any questions about the role, please email [TVSSDE@ouh.nhs.uk](mailto:TVSSDE@ouh.nhs.uk)