

## **HSE National Patient and Service User Forum**

### **The objectives of the HSE National Patient and Service User Forum are:**

To be an open inclusive network of patients, service users, families and advocacy groups

To be a first point of reference, at the earliest possible stage, for HSE at national level, for seeking opinions of, and consulting with, patients, service users, their families, carers and advocacy groups, on matters of national significance for the health service executive

To collaborate in partnership with the HSE at national level on matters that have individual and systemic significance for patients, service users, their families, carers and advocacy groups

To strengthen, empower and support the voice of patients, service users, their families, carers and advocacy groups as equal partners in the design, delivery, improvement and evaluation of health services

To co-produce input and involvement from patients, service users, their families, carers and advocacy groups in the decision-making process surrounding their healthcare and the healthcare of those that they support

### **Membership**

Membership of the Forum shall consist of individual patients, service users, their families, carers and advocacy / representative groups, who avail of public health and social care services

The Forum will not replace existing patient /advocacy structures at local or national level

### **Responsibilities**

To develop strategies designed to achieve the objectives of the Forum

To develop an annual work plan which is reflective of these terms of reference, and of the priorities of both the Forum members and the HSE

To ensure that necessary and appropriate secretariat supports are agreed with the HSE

To ensure effective communication between the Forum and the HSE at national level

To nominate, on request, members to represent the Forum on consultation/reference groups at a national level within the HSE

To produce an annual report on the activities of the Forum

Amended August 2021. To be reviewed August 2022.

## **Representation**

Nominations to represent the Forum shall be made by the Chairperson from active members following consideration of the requirements of the particular request, to include such relevant experience, commitment and knowledge which may be required for the particular nomination

Nominees shall report on their activity to the regular meetings of the Forum. Such reporting shall be a standing item on the agenda for meetings of the Forum

## **Chairperson**

The Forum will elect a Chairperson from the Forum membership. The term of office of the Chairperson shall be two years.

The Forum will, concurrently elect a Vice Chairperson to support the Chairperson. The term of office of the Vice chairperson will run concurrently with the term of the Chairperson

At the end of the two-year period the Vice Chairperson will automatically take up the role of Chairperson, with a consequent election for a new Vice Chairperson

## **Meetings**

Meetings of the Forum will be held on a bi-monthly basis or more frequently as agreed by the members. Information for consideration by the Forum members will be circulated no less than two weeks in advance of each meeting. Minutes from the Forum meetings should be circulated to all members for their review / agreement in a timely manner

## **Review**

The operation of the Forum, to include a review of these terms of reference, will take place on an annual basis. A general comprehensive review, as determined by the Forum members at that time, will take place every two years to assess the effectiveness of the Forum