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**UNITED KINGDOM CONTINENCE SOCIETY**

**Information For People Considering Expressing Their Interest In Joining UKCS Committee As A Lay Representative**

Thank you for your interest in becoming a lay member of the United Kingdom Continence Society Committee. This information is designed to give you some information about the Society and the lay member role, in addition to the role description. Full information about the Society is available on its website: [https://www.ukcs.uk.net](https://www.ukcs.uk.net/)

**About the United Kingdom Continence Society**

The United Kingdom Continence Society is a not-for-profit membership organisation for healthcare professionals involved in caring for patients with pelvic floor problems. The setting up of a UK branch of the International Continence Society was first discussed amongst the UK delegates at the 1993 ICS meeting in Rome at the instigation of Honorary Professor of Urology and Consultant Urologist, Paul Abrams and the first meeting was set up in 1994. The Society has applied to be registered as a Charitable Incorporated Organisation with voting members other than its charity trustees (Charity number: 1185694)

The United Kingdom Continence Society is a multidisciplinary group of clinicians from all areas connected with urinary and faecal continence, and pelvic floor disorders. The Society exists to improve standards, promote training, and encourage research and exchange of information in continence care and pelvic floor function in men, women, and children. The UKCS provides guidelines, training, research, and clinical meetings, in conjunction with its affiliate societies in the UK.

The Society aims to help its members with education, audit and advice (clinical, research and managerial). This is achieved through the work of its subcommittees. The UKCS committee consists of the Executive Committee members & charity trustees (Chair, Vice Chair, Treasurer, Secretary) together with the UKCS Steering Committee members and Chairs and members of the working groups.

# **Objectives of UKCS**

* To relieve sickness / promote good health and advance education for the public benefit, but not exclusively, by:

Encouraging the study and management of continence, prolapse and pelvic floor dysfunction

Raising and setting standards of training

Aiding an effective clinical network of care for patients

Providing a forum for members of the multidisciplinary teams and societies with a similar interest in throughout the United Kingdom

* Promote public awareness of continence by:

Offering open access to the UKCS website as a resource to patients

Links to patient information from national bodies such as RCOG, BAUS and BSUG

* To encourage research for the public benefit into all areas of pelvic floor dysfunction and to disseminate the results of such research in particular but not exclusively by:

The UKCS small grant scheme and promoting public access to the research

* The Charity would also wish to make such knowledge available to those professionals with limited resources both in the UK and worldwide

**The need for lay involvement**

UKCS recognises the need for patients to be at the heart of what we do as an organisation and that this cannot be achieved without Lay Representation on the UKCS Steering Committee.

In contrast to other areas of healthcare, it can be challenging to find users of our services who are willing to speak up to achieve change due to the stigma and hidden nature of conditions we treat, such as urinary incontinence and pelvic organ prolapse. The recent report of the Independent Medicines and Medical Devices Safety Review (<https://www.immdsreview.org.uk/downloads/IMMDSReview_Web.pdf> ) into the use of pelvic mesh for urinary incontinence and pelvic organ prolapse highlighted that mesh-injured women, their families and carers did not feel heard by the medical profession. The Society wishes to start to address this by working in partnership with the patients to support the full spectrum of needs of patients in this field and appointing a lay member to our Committee.

**About the role**

The Society is currently looking for a lay member to join its Steering Committee, drawn from patients across the UK who have personal experience of continence and/or pelvic floor dysfunction services. Members of the Committee serve a term of three years, with the option of serving one additional term if they choose to do so. Being a member of the committee is a voluntary role, however, expenses (namely travel and rarely accommodation if necessary) are reimbursed. Membership of the UKCS Committee requires commitment to one 2-3 hour meeting every 4 months and associated tasks that come up in the interim. The meetings are usually virtual – either by video or teleconference. For further information please see the below role description. Face to face meetings will occur at the society’s annual education meeting and if called as an extra-ordinary meeting for an especially important discussion.

The appointed lay member must have the confidence and skills to actively contribute their views and expertise during meetings and between meetings via email. Professional experience of this specific healthcare setting is not essential as the purpose of the lay role on Committee is to provide the patient/public perspective. However, due to the nature of the Society, some understanding of the topic is essential.

**What does the application and recruitment process involve?**

Please read the below role description. If you feel this voluntary role would suit you, and you could dedicate the necessary time to it, please express your interest by answering the questions below, highlighting how your skills and interests make you suitable for the Committee. If you have any difficulty expressing your interest in this way, please get in touch and every effort will be made to help you to complete your application.

Expressions of interest will be shortlisted by the UKCS Officers. Those shortlisted will be invited to an informal virtual interview (such as Microsoft teams or Zoom).

If you have further questions you would like to ask before applying, please feel free to get in touch with the UKCS Secretariat, Index Communications Meeting Services at ukcs@indexcommunications.com) who will be happy to answer any questions you have and arrange for you to speak with members of the Steering Committee if you wish.

***The Committee of the United Kingdom Continence Society***

***January 2022***

**Committee of The United Kingdom Continence Society: Role Description and Person Specification**

Royal College of

Obstetricians and

### Gynaecologists

Setting standards to improve women’s health

# Memorandum

To: Officers

From: Charnjit Dhillon

cc: Mr John Calvert

Date: 30 January 2007

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| Role title | Lay Representative (1) |
| Group | The United Kingdom Continence Society (UKCS) Committee |
| Remit | The UKCS advocate for patients suffering from continence & pelvic floor problems by assisting its members in helping patients and promoting and raising standards in continence and pelvic floor dysfunction care. The UKCS provides guidelines, training, research and clinical meetings. |

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| Tenure | Post is subject to an initial review after 6 months, and then annually for a 3-year term |
| Responsibility of lay representative | 1. Provide the lay perspective on promotion of continence and pelvic floor care, representing the views of patients and their families
2. Ensuring that the UKCS considers the patient and public perspective in all appropriate activities
3. Provide feedback on materials related to UKCS including providing comments from a lay perspective into final reports
4. Highlighting areas of patient concern to UKCS and advise on appropriate action.
5. Advise on developing further patient and public involvement in UKCS activities that may strengthen any aspect of the Society’s work
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| Key requirements of lay member | **Meetings:** There are usually 3 meetings a year. From 2020, meetings are now mostly held virtually – usually by video conference. A face -face meeting is still expected during our annual scientific meeting in March of every year. The lay member is expected to:* Read agenda papers in advance of meetings
* Attend all meetings where possible either in person or via video-conference
* Actively participate in discussions during the meeting
* Bring wider insight from any groups you are involved with
* Maintain confidentiality

**Outside of meetings:*** Respond to ad hoc requests from the UKCS Committee promptly via email when requested
* Conduct any wider insight gathering identified to enhance the Committee’s understanding of patient experiences and views
* Work closely with the IT committee in the development of patient information leaflets and other patient resources.
* Work together with the UKCS working groups to provide patient and carer perspectives into development of guidelines, training programmes and activities of the Society
* There are educational events hosted by UKCS, including webinars and an annual conference. The appointed lay member may be invited to these events as required. Expenses will be covered.
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| Key working relationships | * The UKCS Chair/Vice Chair
* UKCS Committee and administration
* Patient representatives in our allied societies e.g BSUG, BAUS.
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| Travel and subsistence | Meeting times and dates will be arranged to best suit all members of the group. Travel and accommodation (where necessary) will be organised for members and refreshments will be provided.  |
| Appointment process | Those interested in applying to be a member of the group are asked to express interest as below. Individuals expressing interest will then be asked to take part in an informal virtual interview (such as Zoom or Microsoft teams). |

 **Person Specification**

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| **Experience and knowledge** |  |
| Some understanding of current Continence and Pelvic Floor health issues | Essential |
| Some understanding of the current debate and issues in Continence and Pelvic Floor conditions such as pelvic mesh for prolapse and incontinence, management of urinary incontinence following prostate cancer treatment | Essential |
| Not be a medical professional – specifically a doctor or allied health professional working within the field of continence care and pelvic floor dysfunction  | Essential |
| **Qualities /skills/attributes/viewpoint** |  |
| Have a commitment to assisting UKCS in raising and setting standards in the continence and pelvic floor care of patients in the UK  | Essential |
| Commitment to dedicate the necessary time for Committee meetings | Essential |
| Ability to interpret sometimes complex & confidential information | Essential |
| Ability to listen to a wide range of views and contribute in a balanced and considered manner  | Essential |
| Highly organised | Essential |
| Have the resilience to carry a public profile in a topic which can be controversial | Essential |
| Commitment to keep items discussed confidential | Essential |

**Please note, individuals applying are not required to disclose personal experience of continence services.**

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| If you would like to discuss this opportunity further before applying, please contact UKCS Secretariat at ukcs@indexcommunications.com who will facilitate.  |
| **Expression of interest** |
| 1. Why do you wish to be a lay representative on UKCS Committee?
2. What do you feel you will bring to this Society and its work, particularly relating to the role description and person specification?
3. Have you had experience of accessing healthcare services that you feel would benefit you in this role? *Please only share what you feel comfortable sharing. You are not required to disclose any personal experience of medical services.*
4. Are you involved or affiliated with any patient health organisation / society or campaign related to continence care, pelvic floor dysfunction or patients’ health care? If so, please tell us which and if you foresee any conflict of interest in being involved with this work?
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