

## Patient and Public Representative Request

To support Kent and Medway Cancer Action Partnership (CAP) in approaching the right members for the role, it would be much appreciated if you could complete the form below. We appreciate that not all of the sections may be relevant but we would be grateful if you could complete them as fully as possible.

<p><b>Organisation:</b></p> <p><b>Contact name:</b></p> <p><b>Address:</b></p> <p><b>Contact number:</b> <span style="float: right;"><b>Email:</b></span></p>
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<p>1.</p> <p><b>What is the purpose (Aims and Objectives) of the project, group, board, etc?</b></p>	
<p>2.</p> <p><b>What role will the CAP member have? What is expected of the CAP member?</b></p>	
<p>3.</p> <p><b>Is there a Terms of Reference available to share (please attach)?</b></p>	<p><b>I have attached the Terms of Reference</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Further Comments.....</b></p>

<p>4.</p> <p>Please provide more information about the level of input required.  Duration of appointment -  Frequency of meetings -  Location for meetings -</p>	
<p>5.</p> <p>Please provide a schedule of meeting/event dates if this is available.</p>	<p>I have attached a schedule of meeting dates</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Further Comments.....</p>
<p>6.</p> <p>What support will be provided to the CAP member?</p> <p>Briefings, de-briefings, provision of papers in hard copy format a minimum of one week before the meeting etc.</p>	
<p>7.</p> <p>Is reimbursement of expenses available to the CAP member?</p> <p>If so, please provide the expenses policy and procedure.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes have you attached the Expenses Policy and Procedure?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments.....</p>

Please return completed forms to: [ekhuft.kmcc.ppe@nhs.net](mailto:ekhuft.kmcc.ppe@nhs.net) or Kent & Medway Cancer Collaborative, 1st Floor Arundel Unit, William Harvey Hospital, Kennington Road, Ashford TN24 0LZ.