

Title	Patient Engagement Working Group (PEWG) – Terms of Reference		
Reference:	N/A	Version:	1
Active date:	November 2025	Pages:	Page 1 of 2
Owner	Lucy Johnstone	Author	Janice Robertson

Title	Patient Engagement Working Group – Terms of Reference
Purpose	The patient working group is proposed as a subgroup of the NE&Y RTC, aiming to increase meaningful patient engagement and ensure patient feedback is directly integrated into RTC activities.
Key Responsibilities	<p>Facilitate patient input on locally produced patient advice leaflets / pathways and trust-specific materials, especially for discharge advice and materials not covered by national guidance.</p> <p>Offer ready access for education events across all 22 trusts within the NE&Y region, including sourcing patient stories to enhance staff training in areas such as consent to transfusion.</p> <p>Support patient participation in harm or incident reviews, with the long-term goal of including patient voices in significant transfusion events or investigations.</p> <p>Encourage the development of a standardised process for collecting patient feedback and sharing these across trusts, focusing especially on patients who frequently receive transfusions.</p> <p>Use existing patient representatives and community groups, such as hemoglobinopathy and chronic transfusion pathway groups, to broaden engagement and ensure accessibility for all trusts.</p>
Values	<p>Our ways of working will reflect the NHS core values of:</p> <ul style="list-style-type: none"> • Working together for patients. Patients come first in everything we do • Respect and dignity. We value every person – whether patient, their families or carers, or staff – as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits • Commitment to quality of care. We earn the trust placed in us by insisting on quality and striving to get the basics of quality of care – safety, effectiveness and patient experience right every time • Compassion. We ensure that compassion is central to the care we provide and respond with humanity and kindness to each person's pain, distress, anxiety or need • Improving lives. We strive to improve health and wellbeing and people's experiences of the NHS • Everyone counts. We maximise our resources for the benefit of the whole community, and make sure nobody is excluded, discriminated against or left behind
Reporting	Chair of group or representative, to update on activities / achievements of the group at NE&Y RTC meetings, three times per year.
Chair person	<p>Chair – Lucy Johnstone, Trainee representative, NE&Y RTC</p> <p>The Chair will serve a term of 3 years renewable by election from the group's membership.</p>

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Meeting Frequency	There will be an expectation to hold a minimum of 3 meetings per calendar year. Meetings will be held primarily via Microsoft Teams.
Date Adopted	06 November 2025
Review	To be every 3 years. Next review due November 2028.