



The Royal  
College  
of  
Surgeons  
of  
England

## PROFESSIONAL AND CLINICAL STANDARDS DIVISION

### INVITED REVIEW

### ROLES AND RESPONSIBILITIES

### LAY REVIEWERS

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Lay Members of the Invited Review Panel will: -

- conduct each review in line with the terms of reference agreed between the College, the Hospital and the reviewing team.
- carry out the review in line with the RCS' regulations and guidance for undertaking invited reviews.
- work collaboratively with other members of the reviewing team, the College and the Hospital.
- maintain the confidentiality of all information relating to the Hospital, surgeon(s)/unit, patients and other parties.
- work proactively in the search for solutions.
- gather, select and evaluate findings.
- avoid conflicts of interest.
- help to ensure that the interests of patients and the public are represented.
- act as a non-medical judge of impartiality.
- act in the public interest.
- sign off the final report.
- undertake an appropriate training session.

The Invited Review Panel will report to the Invited Review Mechanism Joint Standing Committee.

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Lay Reviewers will demonstrate: -

- Excellent oral and written communication skills.
- Understanding of leadership and team working.
- Ability to make recommendations by using evidence, outcomes of experience and critical review and reflection.
- Ability to discern and investigate.
- Ability to identify, manage and resolve conflict situations.
- Ability to interpret numerical and statistical data.
- Knowledge and understanding of the health sector.
- Experience of representing the public and patient interest.
- Understanding of, and a commitment to, the principles of equal opportunities and diversity.

Lay Reviewers should not be, and have never been, a doctor or dentist, nor should they currently be employed in one of the other clinical professions.

March 2015