

Writing a personal profile – some guidance

What is a personal profile?

A personal profile is a way of sharing information about yourself. It is often a form with some sections you can fill in. We have designed a personal profile you can use.

There are other ways of sharing this information. For example, you could record the information.

The important thing is to think about why you are sharing the information. The guidance below has been written to help you think about this.

Why write a personal profile?

The Care (Education) and Treatment Review Policy says that the person having the review and family members (where appropriate) will be sent the names, roles and, where possible, photographs of those on the review panel.

The following guidance and personal profile form are designed to help you think about what is useful to share with the person having the review.

Having a review can be very difficult for the person and their family. Knowing a bit about the members on the panel can help the person be more relaxed, so it is good to share some information.

What to put in your personal profile

Think about the information **you need** to put in your profile to help the person.

Do not put in other information. For example:

- Do not put your first name or name you would like to be called. People need to know what to call you.

- Do not put your second name, address, e-mail address, telephone number or social media information on the form. The person having the review does not need this information.

There is a space to write your pronoun(s). This is how you like to be described. For example, she/her or they/them. You do not have to fill this in. It is your choice.

Photograph

A photograph can be helpful, so the person recognises you when you walk in the room – but this is up to you. You do not have to share a photograph of yourself. If you do share a photo, think about sharing a photograph of you looking relaxed and friendly – perhaps doing something. This may help put the person at their ease. Make sure that no one else is in the photograph.

About your role and experience

You need to say a bit about your role – whether you are an Expert by Experience, a Clinical Expert, a Chair or Delegated Chair. There is a box for this on the form.

There is a box for you to write about your experience. This might include how long you have been working as a panel member.

If you are an Expert by Experience, you could write a bit about your experience and any other work you have done.

If you are a Clinical Expert, write about your clinical background and your work experience. Do not share names of services. We have put in some questions to help you think about what to write.

Hobbies and Interests

There is a box to share some other things about yourself. This can include hobbies or interests – things you do in your spare time, and things that are important to you. Think about why you are sharing this – to put the person at their ease.

Try to pick hobbies or interests that the person can relate to. Things that are not expensive or difficult to do. Writing about your new motorbike or adventure holiday can make it seem that you are from a different world.

Make sure you do not share personal information about your family or friends.

What happens to the personal profile?

Your profile will be shared with the person having the review, and their family (where appropriate), before the review takes place.

The Chair normally shares the information once the panel has been agreed. You do not need to do it. The profile will also be shared with other panel members.

You will also be expected to introduce yourself with your name and background at the start of the review.

What happens if someone looks me up and contacts me after the review?

If you are contacted after the review, you should speak to the commissioner of the C(E)TR. Do not respond yourself.