

March 2017
**Job description for Public and Patient Advisory Members for the Cardiovascular
Biomedical Research Centre.**

Job Role: Public and Patient Advisory Group at the Cardiovascular Biomedical Research Centre (CV-BRC)

Key Working Relationships: Noreen Hopewell-Kelly (PPI lead)
CV-BRC Researchers
Other CV-BRC Public Contributors
Other Advisory Board Members

Drafted: February 2017

Context

The BRC is one of just five across the UK that are dedicated to cardiovascular research. The facility inspires collaboration between scientists and clinicians, translating new research insights into improved patient care.

The work of the CV-BRC is carried out for the benefit of everyone and it is only worth doing if it is going to make a positive difference to people's lives. To make sure of this we involve members of the public (public contributors) to help develop and guide the research that we do.

Public contributors don't need any specific experience or specialist knowledge. Just some time to spare and a willingness to share your thoughts and ideas with us. We want to work together to steer and develop our research.

We are committed to embedding Patient and Public Involvement (PPI) across all of our work.

Role Description

The **key requirements** we are looking for in a public contributor are;

- Good interpersonal skills and the ability to listen and to express own views about relevant issues in a way that respects the contributions of others and avoids jargon as far as possible.
- Ability to work as part of a group with people from a wide range of different backgrounds.
- Ability to focus on tasks and achieving outcomes.
- Ability to bring relevant knowledge from the perspective of members of the public.
- Ability to draw on personal experiences and work constructively with others towards a common goal.
- A commitment to promoting diversity and equality of opportunity.
- A commitment to prepare fully for meetings.
- Access to the internet and basic IT skills.
- To respect any requests for confidentiality, declare any conflicts of interest if these arise and abide by an agreed code of conduct.

What We Ask of You

The **main responsibilities** of a public contributor will be;

- To develop, respond and comment on research that is being developed.
- To develop, respond and comment on research materials being produced.
- To develop, respond and comment on promotional materials being produced.

- To undertake activities between meetings as mutually agreed. This may include some or all of the following:
 - o Reading and commenting on documents
 - o Attending events (for example, a seminar or workshop).
 - o Giving talks or delivering workshops.
 - o Involvement in other relevant activities as appropriate.
 - o When appropriate, provide support to new public members.

Commitment

- It is anticipated that the role will require variable time commitments but as a minimum will include one meeting every 3 to 4 months (for two hours). Time commitments outside of this meeting can be reviewed and agreed upon with the named person with whom you work.
- Arrangements will be formally reviewed after three months of the role commencing, you are however free to resign from the role at any point.

Our Commitment to You

Induction and Support

- Everyone joining the CV-BRC PPI team will be offered the opportunity to attend an induction session to learn more about the role of public contributor and to get practical information about getting involved (for example, style of meetings, format of papers, how to contribute effectively, expenses and payment).
- There will be ongoing opportunities for in-house training and support; this will be designed in response to the specific needs of the public contributors and delivered by the CV-BRC PPI lead, PHWE colleagues and experienced public contributors working outside the CV-BRC. Wider learning and development will also be offered through the PHWE learning and Development events.
(<http://www.phwe.org.uk/events>).

Payment and Expenses

Our payment rates have been developed to reflect those already established within our partner organisations (PHWE, the NIHR CLAHRC West, NIHR CRN West of England, WEAHSN, and Bristol Health Partners). They are as follows;

Activity	Rate
PPI Strategy Group Meetings 4 per year	£20.36 per hour. This covers the time spent preparing for meetings such as reading minutes and associated papers).
Board Meetings	£20.36 per hour
Presentations, talks or facilitating at events, conferences and seminars - number of hours and preparation time to be agreed	£20.36 per hour
Research Activities; helping to run a stall; other activities as agreed or vouchers as agreed	£14.44 per hour
Essential training	As agreed

Please note that travel costs will also be paid, in addition to the reimbursement of your time.

We are **unable** to cover the costs or offer payment for all PPI activities. Those that will not be paid include;

Activity	Rate
Participation or involvement that does not come under the work plan of the CV-BRC	Travel and accommodation only, unless giving a presentation.
Conferences e.g. INVOLVE	
Training and support	
Feedback	
Evaluation	

Please note that if you are in receipt of welfare benefits and are offered payment for involvement you may need to consider how the payment might affect your benefits.

This is a complex topic on which INVOLVE has set up a Benefits Advice Service to offer their expert knowledge. The advice is free, confidential, informed by the latest regulations and personalised (the advice is specific to the individual's circumstances).

If you should wish to access the service please email benefits@invo.org.uk or to phone on: 02380 651088.