

Patient and Public Involvement (PPI) Adviser Role Description

CLAHRC West Midlands (Collaborations for Leadership in Applied Health Research and Care West Midlands)

Background

The NIHR CLAHRC West Midlands is a five year initiative with a mission to create lasting and effective collaborations across health and social care organisations, universities (Birmingham, Keele, Warwick) and local authorities to improve the services we can deliver for patient benefit. The initiative is funded through a £10 million investment from the National Institute for Health Research (NIHR) together with further matched funding provided by collaborative partners.

Our CLAHRC West Midlands initiative currently covers Birmingham and the Black Country, Coventry, Warwickshire and Staffordshire, and builds on the work from the pilot CLAHRC BBC <http://www.clahrc-bbc.nihr.ac.uk>. This initiative is supported by health care professionals and managers, and researchers, who are leading research and working on projects in clinical services. CLAHRC WM has four main themes:

- Maternity and child Health
- Prevention and early intervention in youth mental health
- Prevention and detection of diseases
- Chronic diseases (integrated and holistic care)

This work is supported by new scientific ways to measure the impact of changes and to make sure the best care is spread so that it can be delivered everywhere. This will only work if people who need to use our services are involved collaboratively in all aspects of our work, reflecting the NIHR focus on partnership between researchers and patients. We are fully committed to making sure this happens. In five years, the outcome should be better health, a better prospect of staying healthy, and a service in which every pound of the public's contribution goes on services that use the best evidence of what works. The results we obtain will be shared around the world, so that people everywhere can learn from our achievements.

Responsibilities of PPI Advisers

CLAHRC WM's Advisers will be allocated to a Theme/Themes in CLAHRC WM. Key responsibilities include:

- To help identify research priorities by working in partnership with researchers and clinicians
- To be involved in different stages of research studies from the design stage through to dissemination and implementation of findings and evidence
- To contribute to discussions during meetings (for example at management group committee meetings, steering group committees, or research team meetings) drawing on your unique and valuable knowledge and experience

- To comment and provide constructive feedback on meeting-related papers/documents produced as part of CLAHRC West Midlands
- To maintain confidentiality of any information contained in internal documents and produced during discussions in meetings while work is in progress
- To participate in activities for training, development and support as appropriate
- To participate in activities for communication and dissemination of CLAHRC activities as appropriate
- To consider ways in which wider patient and public involvement can be achieved
- To be an active member of CLAHRC WM's PPI Supervisory Committee

Patient and Public Involvement (PPI) Supervisory Committee

Figure 1 shows the management structure for the CLAHRC WM grant.

All PPI Advisers will be invited to attend PPI Supervisory Committee meetings. The Committee meets three times per year for approximately 2.5 hours. Its role is to provide a forum for patient and public views on CLAHRC WM and ensure that the patient and public voice is represented at all levels within the management structure. The Supervisory Committee has produced its own Terms of Reference, which are adhered to by all members. The Supervisory Committee elects a Chair and representatives to CLAHRC WM's Executive and Steering Committee.

The elected PPI Supervisory Committee Chair will have responsibility for managing the general discussion of the meeting and to ensure all viewpoints are heard and considered.

Responsibilities of PPI Advisers who sit on CLAHRC WM Programme Executive Committee and/or Programme Steering Committees

Figure 1 shows the management structure for the CLAHRC WM grant.

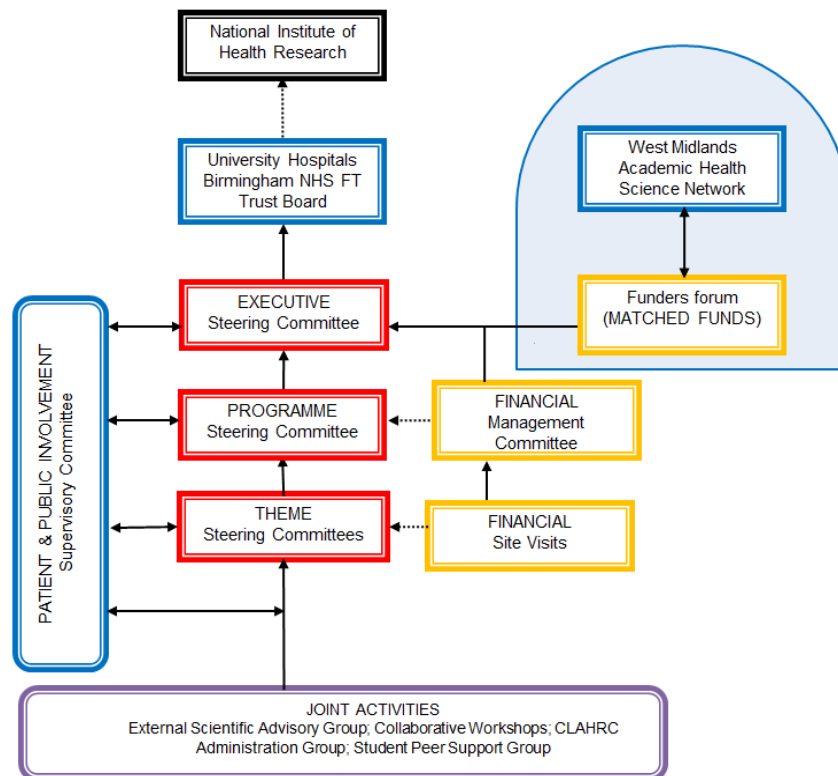
Responsibilities of PPI Advisers elected to CLAHRC WM's Executive and Steering Committee include:

- Active participation as a member on the CLAHRC WM Programme Executive Committee and/or Programme Steering Committees.
- The **CLAHRC WM Programme Executive Committee** meets twice per calendar year for approximately 2 hours and meetings are usually held at University Hospitals Birmingham NHS Foundation Trust as they are the host organisation for the NIHR CLAHRC WM Grant. The function of Programme Executive Committee is to provide strategic direction, ensure good governance and provide financial probity as outlined in the application for CLAHRC funding to NIHR dated 3rd May 2013.
- The **CLAHRC WM Programme Steering Committee** meets every month for approximately 3 hours. Meetings are rotated between University of Birmingham, University of Warwick and Keele University. The role of the Programme Steering Committee is to provide advice on the scientific progress of the individual Themes and

to oversee the general delivery and operation of the CLAHRC grant, as outlined in the application for CLAHRC funding to NIHR dated 3rd May 2013.

- The full responsibilities of these committees are outlined in the respective terms of reference.

Figure 1: Management structure of the CLAHRC WM initiative



Ways of working

Meetings involving patients and the public will be held at regular times throughout the year. PPI Advisers may also be contacted at other times to ask for comments or advice about matters related to CLAHRC activities.

PPI Advisers will be asked to read papers related to the business of the meeting they are attending, and to prepare comments and feedback. They will be supported in doing so by a member of the PPI team, or a mentor.

PPI Advisers will be encouraged to communicate through the CLAHRC platforms, such as its news blog, and seek views and perspectives from a wider group of people/networks

PPI Advisers are encouraged to disseminate CLAHRC WM research findings to broader audiences and help to facilitate the implementation of research findings.

What skills are required?

- An interest in health and social care services and enthusiasm to contribute to making changes to local services that reflect best practice
- An interest or knowledge of health sciences and research evidence
- Analytical capacity
- Knowledge about local communities
- Good communication skills with the ability to talk to a wide range of people face to face
- Excellent team working skills
- The capacity to undertake work autonomously

How will we recruit?

We will advertise PPI Adviser positions through the CLAHRC news blog and mailing lists, and through advertisements placed in NHS partner organisations and third sector organisations. The recruitment process will require completion of a short application form, the uptake of two references, an informal interview, and a Disclosure and Barring Service check.

Duration of appointment

We seek to appoint PPI advisers for one year initially. The term can be extended in negotiation with the CLAHRC team and the PPI adviser.

Learning and support

Support for the role will be provided and tailored to individual needs and requirements. An induction programme and the opportunity to work with a mentor will be provided.

Covering Expenses

By “covering expenses” we mean either paying for the costs directly or reimbursing the costs that are incurred by a member of the public while being involved in CLAHRC related activity. All out of pocket expenses will be covered, e.g. travelling by car/bus etc. Refreshments will be provided at all meetings.

Payment

By “payments” we mean payment made to members of the public for their input of time, skills and expertise. Payments for our PPI Advisers are aligned to INVOLVE guidelines and will be offered at £20 per hour of each meeting, £75 for half a day and £125 for a full day. This payment would cover the PPI Adviser’s time and any other associated costs e.g. printing. Rates of payment for activities outside attendance at meetings (e.g. review of documentation), will be communicated to Advisers prior to involvement.

Payment will be made following submission of the claim form we will provide. Payment can also be in the form of shopping vouchers if required.

Confidentiality and non-disclosure of information:

Confidentiality must be maintained in relation to any personal information and information related to personal health the PPI Adviser gathers through personal and electronic contact with other CLAHRC PPI Advisers, or users of NHS and social care services. Any information related to CLAHRC activities must be treated in confidence.

Contact:

For further information about Patient and Public Involvement in CLAHRC West Midlands, contact:

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