**Role Description for PPI [*Group/Panel]* Member**

1. **Background**

The aim of the [*insert research group/team name*] Patient and Public Involvement Panel (PPI [*Group/Panel*]) is to increase the quality of our research to ensure the views of those it affects are taken into account and that it is relevant to the public. The PPI [*Group/Panel*] will assist, support and advise researchers and act as a ‘critical friend’ on how best we can improve research strategy and projects across our [*insert number*] research themes: [*insert research themes*].

1. **Your responsibilities:**
2. The [*Group/Panel*] intends to meet approximately [*insert number*] times a year for [*insert number*] hours. Attendance at meetings is voluntary but requires members to be committed to attending meetings and responding to correspondence.
3. The initial term of membership is for [*insert length of time*] from [*insert date*].
4. During meetings/activities you will be required to offer a patient/carer/public perspective on things such as: development of research; ways of carrying out the research; and putting the research findings into practice.
5. If you cannot attend a meeting, you are expected to contribute via e-mail or post where possible.
6. You may be asked to provide advice via email/by post between meetings.
7. To contact us between meetings if required.
8. If required, prepare for meetings by reading any paperwork provided to you in advance.
9. Keep confidential any information which you are asked to or which is marked as “Confidential”.
10. To agree a Terms of Reference (if required) with the other [*Group/Panel*] members which you will follow.
11. Examples of tasks which you may be asked to do are as follows:
* **Commenting/advising** on PPI plans in research projects or suggesting PPI plans where there are none.
* **Designing and commenting** on research materials such as drafts, research protocols, research funding applications, questionnaires, patient information sheets and consent forms including the use of lay language.
* **Identifying and facilitating ways** that patients/members of the public are involved in research e.g. developing research tools and information, gathering and reviewing documentary evidence, analysing and interpreting the results of research.
* **Disseminating**, i.e. in other organisations or networks, writing progress reports or newsletters, lay summaries of research results, giving public talks, presenting at conferences and events, being a co-author on a journal article or newsletters.
* **Supporting researchers** to evaluate the impact of patient and public involvement,i.e. recording short and long term impacts from your perspective, supporting the establishment of monitoring and evaluation PPI and PE mechanisms in research.
* **Advising on ways to recruit** patients and members of the public to take part in clinical trials as participants.
1. **Person specification**
* Be able to work as part of a team.
* Have a friendly and approachable manner.
* Be reliable and trustworthy.
* Respect others’ views.
* Have good communication skills.
* Be honest and have integrity.
* Be comfortable speaking in front of others.
* IT skills (preferable) – using email, managing meeting papers, reviewing and commenting on documents online. However, if a [*Group/Panel*] member does not have these skills, it is possible that other arrangements can be made for communication and dissemination of papers.
1. **Our responsibilities**
2. To provide training – when you join the PPI [*Group/Panel*] we will ask you about your experience of research and discuss what training and support we can offer you.
3. To provide support – you will be able to call or email the contact listed below if you have any questions.
4. To keep you updated - you may be invited to attend [*insert research group/team name*] events – to keep you up-to-date on the research happening in our team. Attendance is completely voluntary and your travel expenses will be reimbursed.
5. To send you (by the method you request) meeting agendas and any required reading for a [*Group/Panel*] meeting at least one week in advance.
6. To process your expense claims and reward you for your time within a reasonable time.
7. To provide minutes of [*Group/Panel*] meetings as soon as possible after each meeting.
8. To answer questions personally in confidence or at the [*Group/Panel*] meetings.
9. To provide regular feedback on the changes made as a result of the [*Group/Panel*] feedback.

**For further details please contact:**

[contact name]

[role of contact]

[insert research group/team name]

Tel:

Email:

Webpage:

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