

### **Aim of the PPI facilitator role**

To be the main driver of establishing PPI mechanisms in the Dementia HIT by consulting with people affected by dementia and professionals.

### **Objectives of Dementia HIT PPI facilitator**

The Dementia HIT's added value is the strengthening relationships between dementia care services (primary care, acute care, mental healthcare, social care and non-statutory services), academic expertise, industry, and people affected by dementia. To date there has been varying mechanisms between the HIT's partner organisation in relation to involving of people affected by dementia. The Dementia HIT wishes to increase active patient and public involvement within the workstreams; transforming care, research, education and dementia friendly communities. PPI guidelines for people affected by dementia have been developed; our view is the Dementia HIT will become a centre of excellence in PPI.

### **Roles and responsibilities of Dementia HIT PPI facilitator**

1. To identify people affected by dementia and other members of the public not necessarily affected, but with an interest in dementia, who wish to be involved. A Dementia HIT Volunteer Panel has been created to allow people with dementia, their carers and interested members of the public to be contacted about relevant PPI opportunities (launched 31st March 2015).
2. To be the main contact for PPI support requests, and offer advice on undertaking PPI.
3. If requested, to set-up, facilitate and run a PPI focus group with people affected by dementia.
4. To ensure PPI activity is appropriate costed, and these costs are reimbursed to the Dementia HIT PPI facilitator budget.
5. To ensure the PPI section of the Dementia HIT website is kept up to date.
6. To feedback quarterly to the Dementia HIT Directors and coordinator on PPI activities.
7. To feedback quarterly to the research workstream Directors on relevant PPI activities.
8. To maintain a spreadsheet of hours worked, expenses claimed, and requested PPI work undertaken with associated costs to claim back.
9. To update the PPI guidelines for the Dementia HIT based on emerging best practice evidence.
10. To liaise with the Dementia HIT's partner organisations in order to promote PPI for people affected by dementia.
11. To develop new mechanisms for involvement that link to other HITs that are involved with people affected by dementia, or would wish to be involved, e.g., ITHAcA, musculoskeletal, APPLHE, SHINE.
12. To liaise with the PPI leads for CLAHRCWest and BHP to ensure a co-ordinated approach to PPI across the HITs.

### **Funding and timelines of post**

Bristol Health Partners have agreed to fund this post until 31<sup>st</sup> March 2016.

- 0.2wte post (7.5 hours per week), from 1<sup>st</sup> June 2016 to 31<sup>st</sup> March 2016.
- Depending on experience, we will recruit to the PPI facilitator post on either a NHS band 5 or band 6.
- We have funding to cover travel associated with the role, e.g., visits to memory cafes.