



Role Profile

Public Contributor for *(specify)*

1. Background

People in Health West of England (PHWE) aims to share good practice and resources encouraging the involvement and participation of patients and members of the public. It was set up by the WEAHSN, the Collaboration for Applied Health Research and Care (CLAHRC) West, the Clinical Research Network (CRN) and Bristol Health Partners (BHP). This joint approach is unique.

2. Main responsibilities

- 2.1. To act as a critical friend and offer advice and support to the *(specify)*.
- 2.2. To prepare for and actively participate in the Steering Group. This will include reading meeting papers that may be lengthy and/or complex.
- 2.3. To respond and comment on any promotional materials being produced.
- 2.4. To undertake activities between meetings as mutually agreed. This may include some or all of the following:
 - Attending events organised by the steering group (for example, a seminar or workshop).
 - Giving talks or delivering workshops.
 - Involvement in other relevant activities as appropriate.
- 2.5. To promote the work of *(specify)*.
- 2.6. When appropriate, provide support to new public members.

3. Commitment

The role is anticipated to require a time commitment of *(specify hours per week/month for x months/years)*. Arrangements for this role can be reviewed at any time, but will formally be reviewed after three months of your role commencing. At the end of your time commitment the continuing need for the role and the skills required will be re-assessed.

Promoting a strong public voice...



4. Payment and expenses

We endeavour to make sure you are recompensed for your time and travel. Payment for time spent on an advisory group will be £20.36 per hour, which covers the time spent preparing for meetings such as reading minutes and associated papers. There are other rates of pay for other involvement activities (*check payment guidance for rates*). Other out of pocket expenses such as travel (45p per mile by car) or carer's allowances will be paid in addition.

Members of the public who are in receipt of welfare benefits and are offered payment for involvement need to consider how the payment might affect their 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). Please ask anyone wishing to access the service to email benefits@invo.org.uk or to phone on: 02380 651088.

5. Induction and support

All new public members will be expected to attend an induction session prior to starting to prepare new members for their role and provide practical information about getting involved (for example, style of meetings, format of papers, how to contribute effectively, expenses and payment).

6. Public contributor role requirements

Skill/Experience	Essential
Experience of (<i>specify</i>) condition as patient or carer	Y
Experience of working with others to address common issues of concern.	Y
Knowledge and experience of the NHS, social care and/or public health services as a service user or carer/ family member.	Y
Proven 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.	Y
Ability to work as part of a group with people from a wide range of different backgrounds.	Y
Ability to focus on tasks and achieving outcomes.	Y
Ability to bring relevant knowledge from the perspective of members of the public.	Y
Ability to draw on personal experiences and work constructively with others towards service improvement.	Y
A commitment to promoting diversity and equality of opportunity.	Y



A commitment to prepare fully for meetings.	Y
Access to the internet and basic IT skills.	Y
To respect any requests for confidentiality, declare any conflicts of interest if these arise and abide by an agreed code of conduct.	Y

7. Useful Contacts

For payment issues contact: **name, email, phone**

For specific project related issues contact: **name, email, phone**

For issues relating to your role as public contributor: **name, email, phone**