**Role Profile**

**Public contributor to review plain English summaries of research findings**

**1. Background**

This involvement opportunity is with People in Health West of England (PHWE). We are a public involvement team which aims to increase the public voice in health research and evidence based service improvement. PHWE is a partnership between:

* University of the West of England (UWE)
* West of England Academic Health Science Network (WEAHSN);
* NIHR Collaboration for Applied Health Research and Care (CLAHRC) West;
* NIHR Clinical Research Network: West of England (CRN); and,
* Bristol Health Partners (BHP).

This joined up approach to public involvement is unique. For more information about the team and what we do see [www.phwe.org.uk](http://www.phwe.org.uk) .

This job is to help NIHR CLAHRC West write accessible plain English summaries of the results of research projects. The role is to provide a non-specialist outsider’s perspective on the draft summaries that researchers at NIHR CLAHRC West write. The aim of involvement is to make sure summaries are written in plain English, that they are accessible and that the most important messages come across clearly. The finished summaries will go on the CLAHRC’s website, on PHWE’s website, and may also be used in other publicity.

**2. Main responsibilities**

2.1 The role overall is to act as a critical friend and offer advice and feedback on the wording of summaries of research findings for CLAHRC West. This role includes the following things.

2.2 To prepare for and actively participate in the induction and training session on producing plain English summaries. This may include reading some papers in advance and contributing to group discussion. The training will include working on some examples. The date of the induction and training session is **Tuesday 8th November 2016 from 5.30 pm to 8.00 pm**. It will be held in central Bristol.

2.3 Following the initial session if you are recruited you will become a member of a virtual panel of public contributor reviewers. We are not sure how often you will be asked to contribute, but we anticipate about 30 review requests in the first year.

* 1. Requests to review a draft summary will be sent to you by email and you will provide written feedback by email within an agreed time period. We will ask two members of the panel to comment on each draft.
  2. This is a new role in PHWE for CLAHRC West so we may want to meet to reflect on and improve what we are doing. There may also be a chance to get involved in other activities if you are interested.

1. **Commitment**

The role is anticipated to require a time commitment of one hour per review, plus the 2.5 hour initial induction and training session. We anticipate seeking about 30 reviews in the first year, but this may change over time. You do not need to contribute to every review.

CLAHRC West is funded until 2019 and this work will continue over this period. Arrangements for this role can be reviewed at any time, but will be reviewed after three months of starting. Your commitment to this role is for one year initially, with the option to continue for additional years by mutual agreement.

**4. Payment and expenses**

PHWE offers payment for work for public contributors. Payment for time spent in the induction and training session (2.5 hours) will be at our meeting rate (currently £20.57 per hour). This rate covers the time spent preparing for meetings such as reading minutes and other documents. Payment for doing each review will be for one hour at our PHWE hourly rate which is £14.59 per hour. Other out of pocket expenses such as travel (45p per mile by car) or carer’s allowances will also be paid for the induction and training session.

You will need to claim for work done in this role using the forms provided. The process to claim payment and expenses will be explained at the induction and training session.

Members of the public who are receiving 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 let Rosie Davies know if you wish to access this service.

**5. Induction and support**

Everyone interested in this role will be expected to attend the induction and training session on **Tuesday 8th November from 5.30-8.00 pm**. This session will be in central Bristol and refreshments and food will be provided. Ongoing support and help will be available from Rosie Davies. You should contact Rosie if you have any concerns about this work – see contact details below.

**6. Public contributor role requirements for this job**

|  |  |
| --- | --- |
| **Skill/Experience** | **Essential** |
| Experience of any condition as patient or carer |  |
| Experience of working with others to address common issues of concern. |  |
| Knowledge and experience of the NHS, social care and/or public health services as a service user or carer/ family member. |  |
| 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. |  |
| Ability to work as part of a group with people from a wide range of different backgrounds. |  |
| Ability to write in plain English and avoiding jargon. | **Yes** |
| Ability to focus on tasks and achieving outcomes. | **Yes** |
| Ability to bring relevant knowledge from the perspective of members of the public. | **Yes** |
| Ability to draw on personal experiences and work constructively with others towards service improvement. |  |
| A commitment to promoting diversity and equality of opportunity. | **Yes** |
| A commitment to prepare fully for meetings. | **Yes** |
| Access to the internet and basic IT skills. | **Yes** |
| To respect any requests for confidentiality, declare any conflicts of interest if these arise and abide by an agreed confidentiality agreement. | **Yes** |

**7. Useful Contacts**

For payment issues contact: Kim Thomas email: kim.thomas@nihr.ac.uk

For role related issues contact: Rosie Davies email: rosemary3.davies@uwe.ac.uk

Version 3

23 September 2016