

Patient and Public Involvement and Engagement (PPIE) Committee Member Role Description

Background to the role

The Accelerated Surgical Care HealthTech Research Centre (HRC) is part of the National Institute for Health and Care Research (NIHR) and one of fourteen similar units across England. Our main function is to work with medical device, diagnostic and digital health technology companies to develop, evaluate and validate new medical technology and diagnostics. Our focus is on any health and medical technologies that can be used pre-surgery for early diagnosis, in the surgical theatre and for post-surgical care in both a hospital and non-hospital setting.

Our contract with the Department of Health and Social Care started on the 1st April 2024 and will come to an end on the 31st March 2029 (there will be an opportunity to apply for an additional five years of funding).

As part of our process for monitoring the delivery of the contract and the quality of the technology projects we support, we have quarterly PPIE Committee meetings whose membership is comprised of lay members and carers with either an interest in medical technology and/or have lived experience of a medical condition that required surgery to alleviate or treat the condition. This PPIE Committee also advises the six-weekly management group meetings (comprised of senior researchers and clinicians) and our Steering Committee (comprised of external organisations and industry), and monitors progress of the overall Accelerated Surgical Care HRC strategy.

We now want to recruit up to twelve PPIE Committee members who will provide an external, critical perspective on the way our service and strategy is delivered.

Role summary

The person we are seeking will have an interest in surgery, medical technology research and/or one of themes covered by the HRC. Prior experience is not essential, as full training will be given. Individuals will also have the opportunity to be mentored and supported by existing PPIE Committee members.

Key responsibilities include:

- Identifying research priorities by working in partnership with companies, researchers and clinicians.
- Getting involved in different stages of research studies from the design stage through to dissemination and implementation of findings and evidence.
- Reviewing the portfolio of technologies, informing the HRC's schedule of events, the identification of future priorities and opportunities to be pursued for each workstream, and the development of clear plans of action to address priorities.
- Contributing 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, insights and experience
- Commenting and providing constructive feedback on meeting-related papers/documents produced as part of the HRC.
- Maintaining confidentiality of any information contained in internal documents and produced during discussions in meetings while work is in progress.
- Participating in activities for training, development and support as appropriate.
- Considering ways in which wider patient and public involvement can be achieved
- To be an active member of the PPIE Committee

What skills are required?

- An interest in health and social care services and enthusiasm to contribute to making changes to local services that improve patient outcomes.
- Be able to use email and internet
- Be willing to use video conferencing if needed for some meetings and using online resources

- Willing to do prior preparation / reading ahead of meetings.
- Ability to communicate effectively within meetings and the confidence to ask questions and challenge people in a constructive, respectful and friendly way.
- Be a team player and willing to listen and accept other people's point of view.
- Understand the requirement for confidentiality of discussions.
- Be punctual and respect others

Training and support

Full training and support will be offered to help you carry out the role. We are mindful that some public contributors may request training and mentorship, but others will choose not to. Whatever your preference for help to carry out the above role, we can be flexible.

Ways of working

PPIE Committee Members may also be contacted at other times to ask for comments or advice about matters related to MIC activities. Most of the meetings will be held online via Microsoft Teams or Zoom. We understand the importance of relationship building and networking at committees and will ensure that annual face to face meetings provide plenty of opportunity for this.

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 HRC related activity. All out of pocket expenses will be covered, e.g. travelling by car / train / bus etc. Refreshments will be provided at all face-to-face meetings. All receipts will need to be retained and then submitted when claiming for expenses.

Payment

By "payments" we mean payment made to members of the public for their input of time, skills and expertise. Payments are aligned to NIHR guidelines and will be offered at £80 per

meeting. This payment would cover the time and any other associated costs e.g. printing. Payment will be made following submission of the claim form we will provide.

Duration of appointment

We seek to appoint PPIE Committee members for initially two years, with a possibility of extending for a further two years. The term can be extended in negotiation with the HRC team and the PPIE member.

Applications

Please apply by completing this short application form

<https://form.jotform.com/212204564713347>. If you require a paper application form then please email hrc-surgical@leeds.ac.uk with your name and address.

Closing date: Friday, 18th October 2024.

Selection: Successful applicants will be notified by Friday, 15th November 2024 with a view to them attending their first PPI Committee Meeting in December 2024 or January 2025. Unsuccessful applicants will be given the opportunity to join the HRC PPIE Group, where other opportunities for involvement are advertised and reimbursed at NIHR rates.

Contact:

For further information email hrc-surgical@leeds.ac.uk.