PPI Contributor Role Description

## Background of the group

Outline the purpose of the group; e.g. To ensure public voice is at the centre of Women’s health/Public health/Gynaecological Oncology/Trauma Research and is helping drive and shape research that matters most to the public.

## Named PPI Contact

xxx

## What You'll Do

**Help shape the research**: Public contributors will help to make sure that the researchers are trying to answer the questions that the public want answers to, this can be through any of the ways listed below.

* **Join Meetings**: Attend monthly/quarterly meetings and read through any documents sent before the meetings.
* **Share Your Thoughts**: Give your ideas and opinions on topical issues within the remit of the group
* **Hear Research Ideas**:Researchers may join to discuss their research; the group will discuss their ideas and give suggestions for improvements to make sure the research is relevant to the public.
* **Advise on Plain English Summaries:** As part of research proposals researchers are often required to write a lay summary. These pieces are supposed to explain the research in words familiar with the general public so having your insight on this is valuable.
* **Read Public Facing Documents**: Sometimes research being conducted at ***(insert organisation name)*** will require public and patients' participation. The documents used to ask these people to help need to be reviewed to make sure they are clear.
* **Advise on Recruitment and Dissemination**: As people in the community, you potentially have access to groups or people who don’t know about the research being carried out at ***(insert organisation name)***. Recruiting these people to studies and clinical trials will make the research relevant to them and we can help make a real difference.  In addition to this, you will also be best placed to advise on how best to share the research with a particular target group.
* **Join Project Groups**: As ideas develop into projects you may be asked to join the project groups to advise on these specifically, if this is the case you will be sent a new role description to outline what is needed.

## What You Need

* **No Special Skills Needed**: You don’t need any special skills for this role. Experience or interest in the project can be helpful.
* **Experience**: The research team would appreciate your input based on your lived experience of **xxx. (delete if not appropriate)**
* **Comfortable Sharing Opinions**: Be ready to share your thoughts and opinions, your PPI contact will work with you to understand the most accessible way for you to share your thoughts.
* **Enjoy Teamwork**: Be comfortable working with a group of different people.

## What to Expect

* **Time Commitment:** monthly/quarterly/annual meetings **(delete as appropriate)** and pre-reading as required, this is often not too much additional work and will be reimbursed.
* **Introduction**: You will receive a pack containing your Role Descriptor, College of Medicine and Health PPI Payment Policy and process.
* **Get Paid for Your Time**: You’ll be paid for your time based on ***(insert organisation name)*** PPI Payment Policy. We’ll explain how this works during the introduction and will send you a separate sheet outlining the process.
* **Support Available**: You’ll have a contact person from the research team to help you whenever needed.
* **Accessibility and Dietary Needs**: We’ll make sure any accessibility and dietary needs you have are met so you can fully participate.

## What happens if you can’t come to a meeting

If you can’t come to the meeting, we would particularly appreciate your input by email before the meeting if possible.

This might be providing comments on a document or a more general email outlining anything that you think might be important for your PPI contact to raise on your behalf.

## Confidentiality and Non-Disclosure of Information SUGGESTION ONLY – PLEASE TAILOR TO YOUR OWN ORGANISATION

Confidentiality must be maintained in relation to any personal information and information related to personal health that public members of the committee gather through personal and electronic contact with other public members.

All information passed onto ***(insert organisation name)*** is securely stored and kept strictly confidential under the provisions of the Data Protection Act 2018.
(***Insert organisation name***) takes great care to ensure that personal data is handled, stored and disposed of confidentially and securely. Staff receive regular data protection training, and (***Insert organisation name)*** has put in place organisational and technical measures so that personal data is processed in accordance with the data protection principles set out in data protection law. More information on how (***Insert organisation name***) processes personal data can be found on the website on the page (***insert organisation privacy policy here)***