**Behavioural Weight Management in diabetes programme**

**Patient and Public Involvement role description**

**Post:** Patient and Public Involvement (PPI) member of the Programme Steering Committee

**Duration: U**ntil1 October 2020, with possible extension to 31 December 2021 (depending on funder’s decision)

# Background

We are currently seeking a lay advisor to join the Programme Steering Committee to assist us in improving our research by offering a patient/public perspective.

Contributions will involve contact via face-to-face meetings (once per year) and review of documents via postal mail and/or email on a more regular basis.

Following an initial introductory meeting or telephone conversation, you will be involved in assessing the broad research aims and plans, developing and reviewing recruitment of participants, intervention and dissemination materials, and raising and discussing any practical limitations of the proposed strategies.

For those who are interested and able to contribute more time to the project, more in-depth involvement may be available as the project progresses.

Formal qualifications and/or knowledge of research are not needed. A willingness to discuss your opinions and experiences with members of the research team as well as access to a computer and email is the only requirement.

Availability to travel to meetings in Cambridge and London is desired, but attendance via Skype or teleconference is possible too.

# Principal responsibilities:

## Attend one meeting per year

One programme steering committee meeting will be held per year. Meetings will be held in London or Cambridge and will last approximately 3-4 hours. These meetings will provide a forum for the research team and the independent external advisors (including the PPI advisors) to discuss the progress of the research, forthcoming work and any issues that may have arisen.

We understand that sometimes people may be unable to attend these meetings and any minutes or other relevant documentation will be circulated.

## Home reviewing

You will be asked to review and comment on a range of documents relevant to the project such as participant information sheets, results summaries and evidence briefs. You will be given instructions regarding what is specifically required of the document reviewing, however it is important to remember that you have been asked to be involved because you represent the patient/lay person perspective. Your input and feedback can ensure that the results of our study are understandable to patients, the public and get to as wide an audience as possible.

# Other information and support:

* You will be asked to sign a confidentiality form relating to your involvement.
* Expenses incurred towards attending meetings (e.g. travel costs, parking, childcare costs) will be covered by the research grant.
* An honorarium will be offered for meeting attendance and home reviewing.
* You will be provided with a contact both within and outside of the research team to answer any queries or concerns and discuss the tasks you are given. **Research team contact: Fiona Whittle (Programme Manager), see contact details below. Support will also be available to you from the PPI Lead (Jennifer Bostock) who is another lay person.**
* Admin support will be provided by the research team (e.g. electronic and hard copies of documents, expenses forms and prepaid envelopes).

## About the organisation

The MRC Epidemiology Unit is studying the genetic, developmental and environmental determinants of obesity, type 2 diabetes and related metabolic disorders, and contributing to the prevention of these disorders. Obesity, type 2 diabetes and related metabolic disorders present a major public health and research challenge. The number of people developing these disorders is increasing, and they result from the complex interplay of genetic and environmental factors that operate throughout life.

The MRC Epidemiology Unit studies these factors, and the outcomes from these studies are used to develop strategies for the prevention of these diseases in the general population http://www.mrc-epid.cam.ac.uk/

***If you are interested in joining this committee or would like some more information, please contact Jennifer Bostock or Fiona Whittle. If you are applying please tell us why you would like to join and what you can bring to the committee. Please contact us by 31st July 2019.***

**Jennifer Bostock**

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**Fiona Whittle**

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