**Role Description:**

**Public Contributor for Southampton Primary Care Research (job share will be considered)**

**Background**

The Department of Primary Care is a part of the University of Southampton, Faculty of Medicine and is a member of the National Institute for Health Research (NIHR) School of Primary Care. The School for Primary Care Research is a partnership between nine leading academic centres for primary care research in England. Patient and public Involvement (PPI) is integral to the School’s research activities and is informed by the NIHR policy on patient involvement. Patients, health service users, carers and members of the public with an interest in research are encouraged and supported to work in partnership with researchers on projects carried out across the NIHR School for Primary Care Research.

Patient and Public Involvement within research is an important part of the work of the Department of Primary Care. Involving patients, carers and service users helps to improve the quality and relevance of our research. In addition to involving public contributors in research projects, we are also keen to establish patient and public representation within the governance and strategy of the department through involvement in the following groups:

**The Research Strategy Group**

The Research Strategy group is composed of senior members of the department including Research Manager, Senior PPI Lead and PPI Officer. Its purpose is to be accountable to the Department of Primary Care at the local level and the School of Primary Care Research (SPCR) at the national level. We would like to appoint a Public Lead Contributor on the Research Strategy Group to represent the views of patients and the public at this most senior level.

**The PPI Steering Group**

The PPI Steering Group is composed of key members of the Department of Primary Care. Its purpose is to shape and embed good PPI practice in the department. As Public Lead Contributor on the PPI Steering Group, you will offer your input and advice in all aspects of the department’s activities relating to PPI.

**Wessex Public Involvement Network (PIN)**

The Wessex PIN is a network of Wessex-based National Institute for Health for Research organisations set up in 2017 with the aspiration of excellence in public involvement (PPI) practice within health and social care research. All the member organisations are concerned with health and care research that is relevant and has an impact. The Wessex PIN commits to research that is carried out with or by members of the public, rather than to, about or for them’ (INVOLVE 2019).

**There will be additional opportunities to work with Southampton Primary Care PPI Officer to develop PPI in the Department of Primary Care**

**Main responsibilities:**

1. Attend PPI Steering Group meetings (one hour every 1-2 months).
2. Attend Wessex PIN Operational meetings (up to 2 ½ hours 6 times a year).
3. Attend Research Strategy meetings (up to 2 hours 2-3 times a year).
4. Provide a patient/public perspective and help to share good practice in patient and public involvement within the Southampton Department of Primary Care.
5. Contribute to th discussions help guide decisions and recommendations. We ask that you attend on time and stay for the duration of meetings.
6. Set aside 1-2 hours to read relevant paperwork before meetings and be prepared to comment.
7. Reviewing resources where required.
8. Maintain confidentiality of group discussions.
9. Advocate and ensure focus is on involving and engaging patients, carers and the public.
10. Work with the PPI Officer to develop patient and public resources, projects and plan related events.
11. Act as a mentor between the Southampton Department of Primary Care and other public contributors
12. Identify any personal needs for training or support.
13. Participate in appropriate training and support activities.
14. Participate in any evaluation of the role with the PPI Officer to assist with role development.
15. You may also be asked to attend other relevant meetings.

**Our responsibilities to Patient and Public Representatives**

Patient and Public Representatives interested in the role will be offered an informal meeting or phone call to discuss it as part of the appointment process. This may be a shared appointment, dependent on interests and availability of applicants.

**Once appointed:**

* You will be offered the opportunity to attend an induction meeting. This will include the opportunity to discuss and identify any needs for training and ongoing support.
* Additional training will be offered and will include an introduction to the NIHR, an introduction to the research process (as required).
* You will be offered support from the PPI Officer by telephone/email as required.
* You will be reimbursed for your time and supported with out of pocket expenses to attend the above mentioned meetings and related events in line with the following guidance: <https://www.nihr.ac.uk/documents/centre-for-engagement-and-dissemination-recognition-payments-for-public-contributors/24979>.
* Paperwork for meetings will be distributed (or posted if requested) at least three days before meetings.

**Duration of the role**

This role is available from September 2020 (exact date to be agreed), ending 31st March 2021 in the first instance, but is likely to be extended. Offered as 1 day a week with additional time required to prepare for and attend meetings. If you wish to leave the post early, you will be required to notify the PPI Officer for the department. If you feel that you could only commit to part of the role, we could consider this role as a job share. The closing date is the 24th August 2020 and interviews are expected to take place the week beginning 7th September.

**Declaration of Interests**

We would ask that you let the PPI Officer know if you have any interests that might be in conflict with the work of the Southampton Department of Primary Care. A conflict of interest does not stop you from being a member of the groups. However, it does mean that you cannot take part in any discussions or decisions made on a project/issue where you have a conflict of interest. If you need guidance on what may represent a conflict of interest, please contact the PPI Officer.

**Confidentiality**

You must not communicate any information that you learn as a result of being a member of the groups. As a matter of routine, any papers should be regarded as confidential unless marked otherwise.

**Contact details**

For further information on the role, please email in the first instance:

Sonia Newman at s.newman@soton.ac.uk

The Public Lead Contributor should live in Hampshire or Dorset and meet the following **Professional Experience Requirement/Skills**

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| **Criterion** | **Essential** | **Desirable** |
| **Qualifications** | * No formal qualifications required
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| **Experience & Knowledge** | * Experience of reading and reviewing written documents
* Willing to become familiar with, and help to support the objectives of the Southampton Department of Primary Care
* Willing to become familiar with the relevance of patient, carer and public involvement in the work of the Southampton Department of Primary Care
 | * Experience of health services or research as a patient, a carer, an advocate or as a representative of patients and carers
* Experience of participating in formal meetings, either through work or volunteering e.g. school governor, ethics committee etc.
* Knowledge of the NIHR
* An understanding of health & social care research
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| **Skills & abilities** | * Excellent communication & interpersonal skills, including the ability to listen and take part in constructive debate, to present views succinctly and to respect views expressed by others
* Willing to become familiar with research and medical language
* Confident user of email, internet and word processing packages
 | * Use of email & Microsoft Office
* Willing to undertake any relevant training to support their role
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| **Personal Qualities** | * An interest in and commitment to improving health and social care
* Flexibility & empathy
 | * Confidence & a belief in the difference your own contribution can make to health & social care research
* Tenacity & resilience
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| **Living the NIHR public involvement values** | * Commitment to being inclusive
* Valuing shared working & mutually respectful relationships
* Valuing & supporting learning for public involvement
* Using plain language & valuing two way communication
* Commitment to capturing & sharing the difference that public involvement makes
* Commitment to shared decision making to promote & protect the public interest
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| **Special Requirements** | * Ability to travel to the venue of meetings (Southampton)
* Ability and facility to dial into virtual meetings where physical meetings are not able to take place
 | * Willingness to travel to events outside of Wessex
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