

Patient and Public Involvement (PPI) Committee Member Role Description

Background to the role

The Surgical MedTech Co-operative (MIC) is part of the National Institute for Health Research (NIHR) and one of eleven similar units across England. Our main function is to support the development of new technologies in the fields of colorectal, vascular, neuro and liver, pancreas and gall bladder (hepatopancreaticobiliary/HPB) surgery. Through our nationwide network of clinicians, engineers, scientists, industry partners and patients, we identify new areas in need of innovation, support research to address these clinical problems, and provide a resource for evaluating new surgical technologies within the NHS, helping them to move into clinical practice.

Our contract with the Department of Health and Social Care started on the 1st January 2018 and will come to an end on the 30th June 2023 (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 medical technology projects we support, we have quarterly PPI 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 PPI Committee also advises the monthly 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 Surgical MIC strategy.

Due to some vacancies in our PPI Committee, we now want to recruit up to four PPI Committee members who will provide an external, critical perspective on the way our service is delivered.

Role summary

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

What the public committee member opportunity involves:

Key responsibilities include:

- Identifying research priorities by working in partnership with 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 MIC'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 Surgical MIC
- 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 Surgical MIC's PPI 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

PPI Committee Members may also be contacted at other times to ask for comments or advice about matters related to MIC activities. During Covid-19 restrictions all committee meetings have been held online. Once restrictions are lifted we intend to hold three out of four committees virtually and the fourth face to face (or a similar proportion if meetings are a different frequency). This will be reviewed at some time in the future and the balance of virtual and face to face meetings could change. 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 Surgical MIC 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 £75 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 PPI 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 MIC team and the PPI member.

Applications

Please apply by <https://form.jotform.com/212204564713347> or sending a CV that addresses questions on application form. If you require a paper application form then please email surgicalmic@leeds.ac.uk with your name and address.

Closing date: Friday, 31st October 2021

Selection: Successful applicants will be notified by Tuesday, 30th November 2021 with a view to them attending their first PPI Committee Meeting in January 2022. Unsuccessful applicants will be given the opportunity to join the Surgical MIC PPI Group, where other opportunities for involvement are advertised and reimbursed at NIHR rates.

Contact:

For further information email surgicalmic@leeds.ac.uk