

## **Health Services & Delivery Research (HS&DR) Programme**

### **Information for applicants to public membership of our panels and board**

#### **Is this role for you?**

Please ask yourself the following questions for potential public members of our board and panels:

1. Do you have experience of participating in formal meetings, e.g. GP patient participation group, school governor, ethics committee, charity trustee, company board of directors?
2. Do you have the time and the stamina for long meetings that can last up to two days? We support board/panel members with disabilities or access needs.
3. Can you commit to in-depth preparation for meetings? This would involve reading and considering research proposals in detail and noting points for clarification?
4. Are you interested in a broad range of health and social care issues and research?
5. Do you have an active interest in current affairs relating to health; e.g. via TV, radio, newspapers, or the internet?
6. Are you confident in using e-mail, the internet, and online information systems?
7. Have you ever worked in the following roles?
  - a. Medical practitioner, nurse or allied health professional
  - b. Health service / social care manager
  - c. Public Health Practitioner in health service or local authority
  - d. Academic health/medical researcher at doctoral level or above
8. Are you already a public member of a panel or board with NETSCC or CCF programmes; Efficacy and Mechanism Evaluation (EME), Health Services and Delivery Research (HS&DR), Health Technology Assessment (HTA), Public Health Research (PHR), Invention for Innovation (i4i), Policy Research Programme (PRP), Programme Grants for Applied Research (PGfAR), Programme Development Grants (PDG), Research for Patient Benefit (RfPB)

If you have answered YES to the first six questions - and NO to questions 7 & 8 then please consider applying.

Please read on to find out more about the opportunities for public members.

## **HS&DR programme remit and function**

The NIHR Health Services and Delivery Research (HS&DR) programme aims to produce rigorous and relevant evidence on the quality, access and organisation of health services, including costs and outcomes. The programme will enhance the strategic focus on research that matters to the NHS including research on implementation and a range of knowledge mobilisation initiatives. It will be keen to support ambitious evaluative research to improve health services. For more information about the remit of the programme please see: <http://www.nets.nihr.ac.uk/programmes/hsdr/remit>

### **1. The role of public members**

There are a number of opportunities for public contributors for the HS&DR programme on both the board and the researcher-led panel. Successful applicants will be allocated to an appropriate role by the interview panel. Public members are involved in all aspects of the work of the panel or board they join. Successful applicants join on equal footing with the clinical, NHS service and academic members. Public members have the key task of bringing a patient and/or public perspective to the discussions and decisions made at the meetings to provide the essential focus on the needs of the patient by contributing to the committee discussion.

### **2. Role description**

1. To regularly attend meetings. The groups generally meet face-to-face approximately three times a year, for a two day meeting.
2. To prepare for meetings by reading the agenda papers in advance (this may involve pre-scoring), raising any issues for clarification with the HS&DR secretariat staff. The agenda and associated papers are lengthy documents and will require considerable preparation.
3. To contribute to discussions and recommendations that take place during meetings based on experience and knowledge as well as reflections on the papers provided.
4. To participate in training, development and support activities (likely to be the equivalent of one day per year).
5. To declare any conflict of interest in accordance with the terms of the panel and boards and as instructed by the chair or advised by the secretariat.
6. To maintain the confidentiality of agenda papers, discussion and recommendations.
7. To liaise promptly with HS&DR secretariat staff regarding all administrative matters relating to the panel or board, e.g. expenses, meeting dates and confirming attendance.

### **3. Terms and conditions of panel membership**

#### **Duration of role**

The usual term of office is initially for two years, with the possibility of extending to four years.

## **Payment**

Public members are entitled to receive an honorarium payment for their participation in meetings. A daily rate is paid which covers meeting attendance and preparation work required. This is only payable to public members who are **not** in receipt of a full time salary from public funds during the period of their membership. If a member wishes, their honorarium can be paid to their employing organisation. The honorarium will be paid by the University of Southampton. Public members are responsible for paying appropriate income tax and National Insurance contributions and must make their own arrangements for this.

## **Expenses**

Public members can claim all reasonable expenses for standard class travel in connection with their attendance at panel and board meetings. On request, NETSCC secretariat staff will book train tickets direct so that panel and board members do not need to meet these costs in advance. Advisory committee meetings always include refreshments throughout the day.

## **Support for public members**

All necessary support will be put in place to support members with disabilities, e.g. hearing loop in meeting rooms, papers in alternative formats. All hotels and conference centres used for meetings are fully accessible for people with limited mobility. Members who need the support and attendance of a carer will have the carer's travel and subsistence costs met by the programme.

## **Preparatory work & meeting attendance**

HS&DR secretariat staff will ensure that members are aware of meeting dates and the schedule of pre-meeting work in good time. If a member is unable to attend three consecutive meetings, their membership will normally be reviewed. Members unable to attend a meeting due to illness or personal emergency should contact the NETSCC secretariat. Members who live too far from London to travel on the morning of the meeting may stay overnight beforehand and this accommodation will be booked direct by HS&DR secretariat staff on request, providing this is requested with sufficient notice.

## **Declaration of interests**

All panel members are required to declare if they have any interest that might be in conflict with the work of the board or panel they are appointed to, e.g. if you know someone in a research team personally, or if you could gain financially if the research was funded. Any panel or board member with a conflict of interest is asked to leave the room during any discussion or decision on these projects or issues.

## **4. Person specification**

### **Experience**

- Experience of health / social care services as a service user or carer.
- Experience of reading and reviewing written documents.
- Experience of assimilating a large volume of written information.
- Experience of participating in formal meetings, e.g. school governor, ethics committee, charity trustee.
- Experience of working as part of a team.
- Experience of health / social care research, e.g. as a public contributor member of a research study or as a member of a research project team.
- Demonstrable commitment to improving health / social care services, for example through involvement in charity, support group, or committee activities.

### **Knowledge**

- An understanding of the importance of and need for health and social care research.
- An active interest in current affairs relating to health, e.g. via TV, radio and newspapers.

### **Skills**

- Confidence to contribute to group discussion.
- Ability to contribute relevant and succinct information to group discussion.
- Ability to refer to personal experience appropriately in discussion.

### **Personal Characteristics**

- Passionate interest in improving services that impinge on people's health.
- Willing to learn the skills of the role and develop as an advisory committee member.

## **5. Contact**

If you have any queries please contact a member of our Patient and Public Involvement team on 023 8059 9302 or [netspublic@nhr.ac.uk](mailto:netspublic@nhr.ac.uk)

## **6. Useful dates**

Closing date for applications: **5pm Friday 2 March 2018.**

Telephone interviews are likely to take place towards the end of March 2018. Interviewees will be asked to undertake a short task and prepare to present their feedback at interview.