

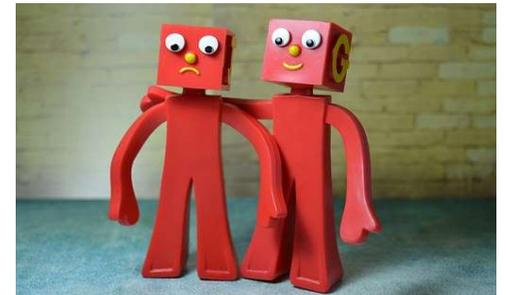
Role of the RUG Buddy



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The RUG Buddy scheme aims to provide:

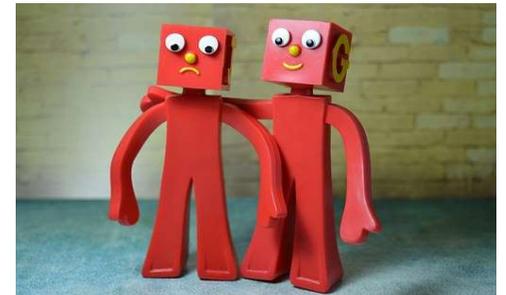
- ❖ Extra support for all RUG members, in particular new RUG members
- ❖ Help with easing new members into public involvement
- ❖ Reassurance to new members that they are not alone
- ❖ Support from someone who has personal experience of being a public contributor at Keele
- ❖ Practical advice on payment forms, parking etc



RUG Buddy responsibilities

Before an advisory group meeting:

- Arrive 15 - 30 minutes before the start of the meeting to meet and greet the new member. A member of the PPIE team will be with you if needed
- Discuss the meeting process with the new member
- Answer questions and address concerns
- Take them to the meeting room
- Make them feel at ease



RUG Buddy responsibilities

During the meeting

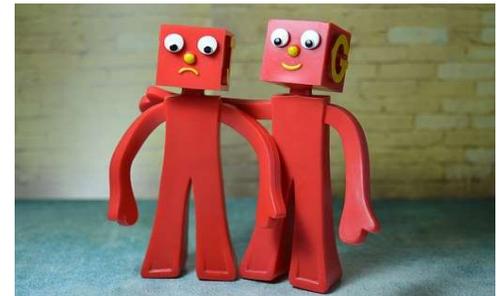
- Introduce the new member to the other RUG members and the research team
- Sit next to the new member
- Provide help with vouchers and payment/expenses forms
- Encourage contribution to the meeting
- Interject meeting as appropriate to ask for clarity or summaries
- May be asked to attend the first three meetings



RUG Buddy responsibilities

After the meeting

- Provide a debrief and opportunity for feedback
- Ask how they found the meeting
- Address concerns and manage expectations
- Help the new RUG member to leave the building
- Bring payment forms to the PPIE room



RUG Buddy responsibilities

- The following are areas to champion:
 - Health and Safety within meetings
 - Confidentiality outside of meetings
 - Data Protection when handling any RUG members data
 - Diversity and Inclusion



Health and Safety

Occupational Safety and Health legislation requires all organizations to ensure the **safety, welfare, and health** of **employees** and to conduct all **work related activities** in such a manner that they should **not pose any harm** to them.



Fire Safety Instructions

Start of visit / meeting - The following instruction should be given at the start of each visit / meeting by the project lead or chair of the meeting:-

“We are not aware of any proposed fire alarm test today. Therefore, should the fire alarm sound – could I ask that you immediately proceed to the nearest fire exit, following the directions of the Fire Marshalls and the fire exit signs, and make your way to the assembly point on the main car park outside to the right of the building.



Confidentiality

- Some of the discussion at meetings may be confidential and where this is signaled by the Chair, members are expected to respect the confidentiality of the discussion
- Members of a Trial Steering Committee will need to maintain confidentiality of all trial information that is not already in the public domain.



What is Data Protection?

Data protection is the fair and proper use of information about people. It's part of the fundamental right to privacy – but on a more practical level, it's really about building trust between people and organisations. It's about treating people fairly and openly, recognising their right to have control over their own identity and their interactions with others, and striking a balance with the wider interests of society.

Data Protection Act 2018

To ensure the protection of data from RUG members you will be supplied with an envelope to collect any payment or expense forms. This will then need to be taken back to the team who will lock it away in the cabinet for Laura to process at the end of the month.

Some members attending a lot of meetings in a month may take theirs home with them and bring them to each meeting.



Diversity and Inclusion: Definitions

Diversity means understanding that each individual is unique, respecting and valuing all forms of difference. People vary in all sorts of ways which may not always be obvious or visible. These differences might include race, ethnicity, culture, belief, gender, sexuality, age and social status, ability and use of health and social care services



Inclusion is about taking deliberate action to meet the needs of different people and to promote environments where everyone feels respected, valued for who they are and able to achieve their full their full potential.



Thank You

For being a RUG Buddy

