

## **Project Advisory Group**

### **Role Description for Public Contributors**

**Name of Project:**

**Background of the Project**

**Aims of the Project Advisory Group:**

*To be taken from PPIE Request form*

**Other Attendees at the Project Advisory Group:**

*To be taken from PPIE Request Form*

**Contributions of a RUG member at the Project Advisory Group:**

Members will be expected to:

**In general:**

- Bring their 'expertise by experience' to the table by either living with or caring for somebody with a long-term condition and/or experience of a health or social care service.
- Have some understanding of research and familiarise themselves with some medical and research language.
- Have the ability to express both their own views, and be open to the views of others, having the ability to consider the wider patient /public perspectives that may be of benefit to the research studies and future patient outcomes
- Maintain confidentiality where required

- At the project advisory group meetings be prepared to contribute to discussions which could include any of the following items throughout the research cycle:
  - New ideas for research studies. Discussions could include topics for research and study design and methods.
  - Prioritising ideas to take forward into grant applications
  - Looking at any public facing documents to be used in the project
  - To help design the intervention to be used (For example a guidebook on managing long term condition)
  - To help create a Dissemination Plan and take part in dissemination activities

### **Specific to the Project:**

- To attend meetings of the Project Advisory Group.
- To read material sent prior to or after the meeting. (If this constitutes more than an hours' time then please let the PPIE team know)
- *(Update this point according to extra specific task related information in the PPIE request form)*

### **Responsibilities of the Project team and the PPIE team:**

#### **Project Team:**

*(To be taken from the PPIE Request Form)*

#### **PPIE team who will:**

- look at the structure of meetings to appropriately support involvement, e.g. location, time (including breaks), refreshments, parking and ensure written materials, both printed and electronic are produced in plain language format
- work with members to identify and support their needs through high quality training, development and support
- to ensure that feedback from the Project team via the electronic feedback and impact form is passed on to the RUG members

#### **Duration of role:**

Some Project Advisory Group meetings may be standalone meetings early on in the project life. If the project is funded, then they will be held at key points where a

patient perspective is required across the project timeline. *(Insert any further information from the PPIE Request Form)*

**Payment and expenses:**

- The PPIE team will advise on how to access payment for member's time and reimbursement of travel expenses if required.
- Each member is responsible for filling in their own travel expense and monthly payment form to list any meetings attended with the meeting description, dates and times.

**Contact details:**

Please contact a member of the PPIE team who will be happy to deal with any queries RUG members have about their role in a Project Advisory group

**Project Contact:**

*(To be taken from the PPIE request Form)*

**PPIE Team Contact details:**

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