

## Research User Group (RUG) Steering Group Member Role Description

### Role of the RUG Steering Group:

The RUG Steering Group is established within the School of Primary, Community and Social Care. Under the direction of the Patient and Public Involvement and Engagement (PPIE) team, the purpose of the Steering Group is to support the interests, activities and advancement of the wider Research User Group.

### Aims:

- To advise on policies and working practices affecting PPIE in the School e.g. diversity, dissemination, recruitment and training needs etc.
- To advise on PPIE on any research initiatives/studies and future research priorities for the Institute.
- To advise on and contribute to PPIE events/conferences

### Attendees at the Steering Group meetings

- The group is presently restricted to a maximum number of 15 RUG members plus the PPIE academic lead, the coordinator who also acts as the chair, and three members of the PPIE team with a (quorate) minimum of 6 members needed to hold a meeting.
- At the invitation of the PPIE Team others may attend from time to time. Both:
  - Academic researchers and PhD students to inform and discuss research proposals /studies etc.
  - Members of allied patient groups and third sector organisations - dependent on issues to be discussed

### Contributions of a member of the Steering Group:

Members will be expected to:

- 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 see the wider picture and relate the knowledge and perspectives from any external groups that they belong to.
- Maintain confidentiality where required

- Carry out any work required either in advance of meetings or after meetings. (This will not constitute more than an hour's time)

**Our responsibilities:**

We have a dedicated 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
- feedback on any issues raised either by email or within the next meeting

**Duration of role:**

- Membership of the group is currently for a voluntary period of 5 years and the PPIE team will decide on new and renewed membership.

**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 members have about their role

Team details:

March 2019