



University of
BRISTOL



Public Health
England

March 2017

Job description for Public Contributors at the HPRU in Evaluation of Interventions at University of Bristol

Job Role: Public Contributor at the Health Protection Research Unit in
Evaluation of Interventions

Theme: [Add as appropriate]

Responsible To: HPRU Directors, Matt Hickman and Isabel Oliver

Key Working Relationships: Noreen Hopewell-Kelly and [PPI Theme lead here]
HPRU Researchers
HPRU Theme Leads
Other HPRU Patient Representatives
Other Scientific Advisory Committee Members

Drafted: October 2016

Context

The National Institute for Health Research funds the Health Protection Research Unit (HPRU) in Evaluation of Interventions. The HPRU is a partnership between University of Bristol and Public Health England (PHE) and was established in April 2014.

The HPRU Evaluation of Interventions uses a multi-disciplinary research team to undertake research on the development and evaluation of interventions, focusing mainly on infection. The work of the Health Protection Research Unit is carried out for the benefit of everyone and it is only worth doing if it is going to make a positive difference to people's lives. To

make sure of this we involve Patient and Public Involvement contributors (PPI) to help guide the research that we do.

PPI contributors don't need any specific experience or specialist knowledge. Just some time to spare and a willingness to share your thoughts and ideas with us. We want to work together to steer and develop our research.

We are committed to embedding Patient and Public Involvement (PPI) across each of our five research themes. These themes include; Behavioural Sciences, Economic Evaluation and Modelling, Evidence synthesis, Population studies and Primary care. Within those themes we conduct research into children's health, GP care, sexual health and behavioural science. Each of these research themes will have PPI contributors working with them across the research cycle.

HPRU commitment to PPI

The HPRU have a clear set of goals in its commitment to PPI, these are;

1. To develop and deliver an agreed collaborative strategy for PPI/PPE within HPRU evaluation of interventions, coordinated with CLAHRCwest (The National Institute for Health Research Collaboration for Leadership in Applied Health Research and Care West), WEAHSN (West of England Academic Health Science Network) and Bristol Health Partners.
2. Ensure that PPI views are considered at all levels within the structure and works places of HPRU evaluation of interventions, including prioritisation of topics, identification of Qs etc.
3. Develop ways of assessing the impact of PPI on health protection research and on involving and engaging young people and marginalized groups.
4. Advise and support HPRU research themes to develop effective PPI and PPE
5. Identify and meet the support needs for research partners
6. Engage with the wider public, raise awareness and provide opportunities for people to get involved
7. Embed PPI across all phases of the research lifecycle
8. Evaluate PPI/PPE feedback

Role description

We have developed the role description for our PPI contributors to incorporate the core principles of the PHWE PPI role description.

The **key requirements** we are looking for in a public contributor are;

- Good interpersonal skills and the ability to listen and to express own views about relevant issues in a way that respects the contributions of others and avoids jargon as far as possible.
- Ability to work as part of a group with people from a wide range of different backgrounds.
- Ability to focus on tasks and achieving outcomes.
- Ability to bring relevant knowledge from the perspective of members of the public.
- Ability to draw on personal experiences and work constructively with others towards a common goal.
- A commitment to promoting diversity and equality of opportunity.
- A commitment to prepare fully for meetings.
- Access to the internet and basic IT skills.
- To respect any requests for confidentiality, declare any conflicts of interest if these arise and abide by an agreed code of conduct.

What we ask of you

The **main responsibilities** of a public contributor will be;

- To develop, respond and comment on research materials being produced.
- To develop, respond and comment on promotional materials being produced.
- To undertake activities between meetings as mutually agreed. This may include some or all of the following:
 - o Reading and commenting on documents
 - o Attending events (for example, a seminar or workshop).
 - o Giving talks or delivering workshops.
 - o Involvement in other relevant activities as appropriate.
 - o When appropriate, provide support to new public members.

Commitment

- It is anticipated that the role will require variable time commitments but as a minimum will include one meeting every 3 months (for two hours). Time commitments outside of this meeting can be reviewed and agreed upon with the named PPI facilitator with whom you work.
- Arrangements will be formally reviewed after three months of the role commencing, you are however free to resign from the role at any point.

Our commitment to you

Induction and support

- Everyone joining the HPRU PPI team will be asked to attend an induction session to learn more about the role of public contributor and to get practical information about getting involved (for example, style of meetings, format of papers, how to contribute effectively, expenses and payment).
- There will be ongoing opportunities for in-house training and support; this will be designed in response to the specific needs of the PPI reps from within each theme and delivered by the HPRU PPI lead, PHWE colleagues and experienced public contributors working outside the HPRU. Wider learning and development will also be offered through the PHWE learning and Development events. (<http://www.phwe.org.uk/events>).

Payment and expenses

Our payment rates have been developed to reflect those already established within our partner organisations (PHWE, the NIHR CLAHRC West, NIHR CRN West of England, WEAHSN, Bristol Health Partners). They are as follows;

Activity	Rate
PPI Strategy Group Meetings 4 per year	£20.36 per hour. This covers the time spent preparing for meetings such as reading minutes and associated papers).
Board Meetings	£20.36 per hour
Presentations, talks or facilitating at events, conferences and seminars - number of hours and preparation time to be agreed	£20.36 per hour
Research Activities; helping to run a stall; other activities as agreed or vouchers as agreed	£14.44 per hour
Essential training	As agreed

Please note that travel costs will also be paid, in addition to the reimbursement of your time.

We are unable to cover the costs or offer payment for all PPI activities. Those that will not be paid include;

Activity	Rate
Participation or involvement that does not come under the work plan of the HPRU Evaluation of Interventions	Travel and accommodation only, unless giving a presentation.
Conferences e.g. INVOLVE	

Training and support	
Feedback	
Evaluation	

Please also note that if you are in receipt of welfare benefits and are offered payment for involvement you may need to consider how the payment might affect your benefits. This is a complex topic on which INVOLVE has set up a Benefits Advice Service to offer their expert knowledge. The advice is free, confidential, informed by the latest regulations and personalised (the advice is specific to the individual's circumstances). If you should wish to access the service please email benefits@invo.org.uk or to phone on: 02380 651088.