

CO-CHAIR TO THE CLAHRC PATIENT AND PUBLIC INVOLVEMENT (PPI) COORDINATING GROUP

INTRODUCTION

Collaborations for Leadership in Applied Health Research and Care (CLAHRCs) undertake high-quality applied health research focused on the needs of patients, and have a remit to increase capacity of health systems and people to do this. CLAHRCs are collaborative partnerships between regional universities and the surrounding NHS organisations, focused on improving patient outcomes through the conduct and application of applied health research.

CLAHRC East of England (EoE) focuses on improving the health and wellbeing of vulnerable people in complex health systems while retaining a view of the health of the whole population. We undertake research with children, young people, and adults with enduring disabilities and/or disadvantage who are at risk of physical and/or mental health inequalities plus dementia, frailty and end-of-life care; patient safety, health economics, and patient and public involvement. More information on CLAHRC EoE can be found at <http://www.clahrc-eoe.nihr.ac.uk>.

The CLAHRC is committed to ensuring that the public, patients, carers and service users are integral to our work, and play an active role as partners. One of the numbers of ways we want to ensure this is by the appointment of a public representative as Co-chair to the CLAHRC Patient and Public Involvement (PPI) Coordinating Group.

The PPI Coordinating Group will be responsible for driving the initiatives and activities that will meet the aims and objectives of our PPI strategy (please see the strategy in appendix A). This will support strategic alignment of PPI priorities and collaborative working.

We are seeking to recruit a member of the public, patient or carer who has a keen interest in health related research and how CLAHRC partners can work together to raise awareness of PPI and support both the public and researchers to deliver PPI throughout the whole research process.

This is an exciting opportunity for someone to bring fresh ideas and perspectives around PPI to CLAHRC.

ROLE AND RESPONSIBILITIES

Responsibilities of all members of the PPI Coordinating Group are:

- To bring their views, perspective and appropriate challenge.
- To read papers and proposals, and give their perspective on the contents.
- To champion the diversity of patient and public views (not only represent their personal experience).
- To attend quarterly meetings of the PPI Coordinating Group in Cambridge, with email communication used between meetings to conduct business.
- To comply with the Nolan Principles (see Appendix B).

PERSON SPECIFICATION FOR CO-CHAIR

We are looking for an individual who:

- Has experience of chairing or co-chairing meetings.
- Is able to lead and effectively manage discussions and be willing to challenge where appropriate.
- Is aware of CLAHRC, but has had minimal involvement to date.
- Has an understanding of the importance of applied health and social care research, and embedding PPI in the research process.
- Is committed to supporting the development of strategic PPI in health research across the East of England.
- Is willing to provide objective input about the priorities of patients and the public for PPI in research.
- Has the ability to understand and evaluate a range of information and evidence, including potentially complex strategic documents and data.
- Has the ability to communicate effectively with a wide range of people.
- Demonstrates strong commitment to equality and diversity.
- Understand the need for confidentiality where appropriate.
- Is willing to commit to a two year term involving approximately four meetings a year during the working day
- Is willing to complete a declaration of interests, and to declare relevant interests as appropriate during group deliberations.

SUPPORT AND REIMBURSEMENT

Support will be provided by Lorna Jacobs, Senior Programme Support Officer and PPI Lead CLAHRC EoE, and an induction will be provided. An honorarium of £150 per meeting for preparation and participation time plus all reasonable out of pocket expenses incurred as part of your work for the group will be reimbursed in line with Cambridgeshire and Peterborough NHS Foundation Trust policy.

HOW TO APPLY

Please submit a letter of application by email or post to Lorna.jacobs@cpft.nhs.uk

Miss Lorna Jacobs
CLAHRC Senior Programme Support Officer
CLAHRC Office
Douglas House, 18 Trumpington Road
Cambridge CB2 8AH

The letter should be no longer than 2 sides and should include the following:

- Why you are interested in this role
- What previous experience you have had of patient and public involvement in health and social care research
- Any voluntary, charity, patient groups etc. that you have chaired or been involved in
- How you feel you meet the person specification
- What support and training you feel you may need in the role
- Your contact details

Applicants will be shortlisted and invited to attend an interview.

Closing date for applications: 5pm on Friday 2nd September

Interview date: Wednesday 22nd September, at Douglas House

CONTACT

If you have questions about the role, please contact:

Lorna Jacobs on Tel: 01223 746148 or Email: Lorna.Jacobs@cpft.nhs.uk



CLAHRC EoE

Patient and Public Involvement and Engagement (PPIE) Strategy 2016

Background

All NIHR-funded research is required to demonstrate good quality PPI and to have a clear pathway to demonstrate its impact. These considerations have been shown to have a strong relationship with the production of more relevant, feasible and acceptable evidenced interventions and research designs. There were a number of major developments in the CLAHRC for Cambridgeshire and Peterborough such as the development of effective means to include people with learning disabilities in the research process. This has been achieved in a meaningful way through Service Users Advisory Groups (SUAG) which involves patients (Service users), carers and the wider public in our research. CLAHRC East of England (EoE) continues to support a step-change in the strategy for public and patient involvement, by researching and developing the best ways to achieve PPI in applied health research, implementation and innovation. The aim of our PPI research theme is to define best practice through research and to ensure a legacy of PPI in applied health research, nationally.

CLAHRC EoE made PPI a cross-cutting research theme in order to include and investigate PPI at all stages of the research process, from design to implementation, to evaluate its impact and set new standards for PPI practice. The implementation of our proposed programme of research and activity will enable more strongly conceptualised and evidenced effective contribution of PPI to diverse health care research and interventions. The comprehensive and innovative nature of the planned CLAHRC-programme will provide an unusually-focused, well-contextualised and innovative body of PPI-enabling knowledge and practice to be developed to inform NHS research and practice more widely. The formal research programme will continue to be led by Professor Fiona Poland, Professor of Social Research Methodology University of East Anglia.

The goal of understanding PPI in research will enhance the relevance, quality of experience and impact of NHS research for patients. In the context of CLAHRC EoE, our core strategic principles for PPI are that it is “embedded, comprehensive and active” in each CLAHRC project and for this to be further developed and conceptualised over the duration of CLAHRC EoE. To this end our PPI strategic review workshop held in April 2016 served to review progress and delivery of our PPI strategic priorities and the summary report serves to support this strategy. PPI lay representatives were also involved in ratifying this strategy.

Priorities

The priorities will be achieved by an overall strategy with the following objectives:

- ◆ PPI volunteers and activity will be supported through dedicated time and resource with all CLAHRC projects continuing to be encouraged to identify 5% resources to support project -specific PPI.
- ◆ Information about CLAHRC EoE related PPI activities, experiences, training outputs and projects will be communicated on the CLAHRC EoE website, displayed using social media and sent to PPI members and CLAHRC EoE research teams and partners to ensure knowledge mobilisation.
- PPI initiatives being clearly recognised as an important CLAHRC EoE Key Performance Indicator (KPI) and used to evaluate each project.

- The PPI research theme organisation and projects will provide an evaluative and supportive role across CLAHRC EoE where a PPI plan will be linked to each project, theme and overarching Programme
- PPI representatives will continue to be supported within the CLAHRC EoE governance structure
- PPI co-ordinators for each theme continue to report back team efforts to a PPI coordinating group led by the Core, reviewing project teams progress in actively identifying and engaging in PPI.
- Plans should demonstrate commitment to including diverse populations and seldom heard groups throughout the research and implementation process to dissemination.
- Links between PPI stakeholders and initiatives at local and regional levels of CLAHRC EoE will be encouraged, to support active learning and collaborative working.
- Training and mentoring initiatives will be developed and supported.
- CLAHRC EoE will continue to align its priorities with regional PPI groups and partner organisations and act as an exemplar of PPI practice in research

Over the duration of the CLAHRC we will continue to regularly hold events which share developing knowledge of issues, strategies and resources with stakeholder groups. We will seek publications on findings from individual projects and also the implementation study of the programme itself in high impact academic and practitioner journals. The process and projects should allow for outputs to be selectively produced and published annually from eighteen months from CLAHRC-start to the CLAHRC-end.

APPENDIX B

Seven Principles of Public Life (Nolan Committee)

- ◆ **Selflessness** - holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.
- ◆ **Integrity** - holders of public office should not place themselves under any financial obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- ◆ **Objectivity** - in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- ◆ **Accountability** - holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- ◆ **Openness** - holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- ◆ **Honesty** - holders of public office have a duty to declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.
- ◆ **Leadership** - holders of public office should promote and support these principles by leadership and example.