

Expert by Experience (EbE) Representative Member of the CPFT R&D Strategic Funding Allocation Committee

Information/Role description

CPFT R&D Strategic Funding Allocation Committee

Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) is a research active mental health and community care trust with a large and diverse portfolio of research. Together with our research partners, we undertake research that covers all areas of care provided by the Trust including mental health, learning disability and dementia. We have a long history of supporting the active involvement of patients and carers in our research and we are committed to offer patients opportunities to take part in research appropriate to them. For more information please visit: <http://www.cpft.nhs.uk/RandD/>

The primary responsibility of the CPFT Strategic Research Funding Committee is to manage discretionary funds available to CPFT to support research and development projects that are relevant to the Trust's R&D strategy.

The role of the EbE representative

The successful applicant will join the funding committee on an equal footing with the other members. The role of the EbE Representative is to bring a patient and/or carer perspective to the discussions and decisions made at the meetings.

Role Description

- To attend and actively participate in the specified meetings. The committee meets face-to-face approximately three times a year, for a one-and-a-half-hour meeting. The meetings are held in Cambridge.
- To prepare for meetings by reading the agenda papers in advance and raising any issues for clarification with the chair during or before the meeting as appropriate.
- To contribute to discussions and recommendations that take place during meetings to ensure that patient and public interests are represented
- To declare any conflict of interest in accordance with the terms of the funding committee and as instructed by the chair.
- To maintain the confidentiality of agenda papers, discussion and decisions made.
- To be respectful of the other ideas in the group
- To liaise promptly with the R&D administrator regarding all administrative matters relating to the working group, e.g. expenses, meeting dates and confirming attendance.

Term and time commitment

Two years in the first instance. Meetings usually occur on Mondays from 11.30am to 1.00 pm in Cambridge. Each meeting will usually involve some preparation. Work undertaken

above and beyond this will be negotiated separately. If the EbE representative is unable to attend three consecutive meetings, their membership will normally be reviewed. Members unable to attend a meeting due to illness or personal emergency should contact the chair of the committee or the committee's admin support.

Payment

Expenses for attendance at meetings will be reimbursed at £15.60 per 1hr meeting (including preparation time), plus 56 pence per mile, or bus/taxi/standard rail fares with receipts. This is in line with the Cambridgeshire and Peterborough NHS Foundation Trust policy. The manner of payment will be negotiated confidentially with each individual.

Please note that accepting payments may affect any state benefits you may be receiving and may also be liable to income tax. If you are concerned about the possible impact of accepting payment on your benefits and allowances please contact your local Jobcentre Plus office and/or your local benefits advice agency.

Support

Support for the role will be provided and tailored to individual needs and requirements. You will be offered an induction meeting and an opportunity to work with a mentor. You have a right to expect that:

- Your contributions will be valued, your views heard and acted upon where practicable
- Prior to your involvement you will be appropriately briefed and supported by Prof. Tony Holland, chair of the committee, Karen Gipp (NIHR Research Programme Support Manager) and Iliana Rökkou (CPFT User and Carer R&D Manager).
- The chair of the committee will provide necessary information and support during your involvement and will be the primary contact person for the EbE Representative
- Where required, information will be provided in an accessible form
- Where appropriate, training will be provided
- The committee administrator will ensure that the EbE representative is aware of meeting dates and the schedule of pre-meeting work in good time and will provide administrative support (e.g. provision of hard copy versions of documents and handling of expenses)
- If you have any queries relating to their role and responsibilities, you should contact the Chair of the Committee or the User and Carer R&D Manager, as you feel appropriate.
- If you have any concerns relating to the activity of the Committee and feel unable to raise this at the relevant meeting, please contact the Chair of the Committee or the User and Carer R&D Manager in the first instance.

Declaration of interests

All funding committee members are required to declare if they have any interest that might be in conflict with the work of the funding committee they are appointed to, e.g. if you know someone in a research team personally, or if you could gain financially if the research was funded. Any funding committee member with a conflict of interest is asked to leave the room during any discussion or decision on these projects or issues.

Person specification

Although no formal qualifications are required it is important that you have the following experience, knowledge and skills.

Criteria	Essential attributes	Desirable attributes
Experience	<p>Experience of mental health, dementia or community services as a patient or carer.</p> <p>Have good links with a wider community such as patient, carer and community networks/groups</p> <p>Experience of participating in formal meetings, e.g. committees</p> <p>Experience of reading and reviewing written documents</p>	<p>Experience of health service research, e.g. as a member of a research project team</p> <p>Experience of involvement activities</p>
Knowledge	<p>An understanding of issues that are important to patients and/or carers (e.g. as a patient or member of a relevant patient organisation)</p> <p>An understanding of the NHS research environment and the importance of and need for research within the NHS</p> <p>Willingness to familiarise with relevant research and medical language</p> <p>An understanding of, and commitment to, confidentiality</p>	<p>An understanding of patient and carer involvement in research</p>
Skills	<p>Have good communication and influence skills</p> <p>Ability to contribute to meetings constructively and appropriately</p> <p>Confidence to interact with a group of people from diverse professional and public backgrounds.</p>	<p>Confident user of e-mail, internet and word processing packages</p>

	<p>Ability to refer to personal experience and the broader range of patient / public perspectives if needed and use that appropriately to inform the work of the committee</p> <p>Good time management skills</p>	
Personal Characteristics	<p>Ability to travel to venue of meetings</p> <p>Have time to commit to the work of the group - attending meetings but also to do background reading, comment on draft products of the group etc.</p> <p>Enthusiastic and willing to learn the skills of the role and develop as a committee member</p> <p>Have a friendly and approachable manner</p> <p>Reliable and trustworthy</p>	

HOW TO APPLY

Please submit a letter of application by email (iliana.rokkou@cpft.nhs.uk) or post to:

Iliana Rokkou, User and Carer R&D Manager
 CPFT R&D Office, Douglas House, 18 Trumpington Road, Cambridge, CB2 8AH
 Email: iliana.rokkou@cpft.nhs.uk

The letter should cover the following:

- Why you are interested in this role
- What previous experience you have had which you believe is relevant to this post
- How you feel you meet the person specification – please consider your specific experience, knowledge, skills and personal characteristics.
- What support and training you feel you may need in the role

Interested applicants are encouraged to contact Iliana Rokkou, User and Carer R&D Manager, to discuss this opportunity further: Tel: 01223 465182 or Email: iliana.rokkou@cpft.nhs.uk

The closing date for applications is **10th March 2019** Applications will be shortlisted against the person specification for the role which you are applying for. Brief interviews will take place on **20th or 26th March 2019** if needed.

Commitment to EbE Representatives

CPFT R&D recognises the importance of learning from experience, and seeks to involve people with experience of using our services in shaping the R&D agenda.

We aim to embed patient/carer involvement into the R&D culture, governance and everyday work, as a means to improve decision making, research practice and patient experience.

The CPFT R&D Strategic Funding Allocation Committee will commit to the following:

- To invite and welcome feedback from the EbE representatives
- To give the EbE representative the opportunity and the time to contribute to decision making
- To consider the EbE representative as a full member of the CPFT R&D Strategic Funding Allocation Committee
- To ensure meetings are held at accessible locations, with adequate refreshments.
- To reimburse time and any travel expenses in line with CPFT expenses policy
- To provide appropriate training for EbE Representatives to contribute effectively
- To respond to queries and requests from EbE Representatives in a fast, efficient manner