

Public Steering Group



Role Description

In this document you will find information about :

- Who we are
- Why we are setting up this group
- What the role requires
- Who we are looking for
- What support is provided
- How to express your interest

Note: This is an indicative role description to provide an overview of expectations and requirements of the role. The final role description will be developed in collaboration with the Public Steering Group once selected.

WHO WE ARE:

The National Institute for Health and Care Research School for Primary Care Research (NIHR SPCR) is a partnership between nine Universities in England that are leading primary care research.

Primary care services provide the first point of contact in the healthcare system, acting as the 'front door' of the NHS for patients and the public.

The services Primary Care provides includes general practice (GPs), community pharmacy, dental, and optometry (eye health) services.
- NHS England

University of Bristol

University of Exeter

Keele University

University of Oxford

University of Manchester

University of Nottingham

Queen Mary University of

University of Southampton

University College London

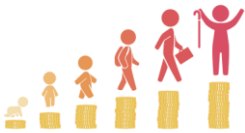


The aim of the School for Primary Care Research (SPCR) is to create new knowledge which can be used to inform primary care services and support the next generation of primary care researchers.

It does this by providing:

- funding for research related to primary care
- funding for researchers to work with the public to develop and improve their research
- funding for researchers to help share their research findings
- training & development opportunities for Primary Care Professionals

The research that the School funds is focused around the following priority areas:



- Changing patterns of health across the lifespan



- Challenges around new technologies



- Workforce and skill mix in primary care



- Inequalities accessing healthcare

The SPCR has currently received funding from the National Institute for Health and Care Research to continue its activities until March 2026.

WHY ARE WE CREATING A PUBLIC STEERING GROUP?

In 2021 we developed, in collaboration with patients and the public, a **strategy** which sets out our overarching ambitions and aims of how we plan to work with the public in all aspects of our research and activity.

This is called **public involvement** and is defined as research being carried out 'with' or 'by' members of the public rather than 'to', 'about' or 'for' them.

As part of our work we also share information and knowledge about research with the public. This is called **public engagement**.

We need members of the public to help us make sure we are delivering on our aims set out in our strategy. We also want to continually reflect on, and improve, the way we work with and engage the public across the SPCR. Your experiences and views can help us to make sure we are involving and engaging with the whole population that Primary Care serves, in a way that is accessible and inclusive and to ensure it is a positive experience for all.



WHAT DOES THE ROLE REQUIRE?

Up to 18 people will be recruited as members of the Public Steering Group.

Members of this public will work as part of the Steering Group team to:

- review the current ways we work with the public
- shape and influence how we work the public going forward
- monitor and evaluate the School's strategy for how we aim to work with the public
- advise on ways to make the School's events and communications more accessible and inclusive

As this is a new role we expect further responsibilities and areas of focus may be identified by the group over time.

Involvement will include:

- Attending Steering Group Meetings twice a year (up to 2 hrs in length). Meetings will be online in the first instance, with the opportunity for one of the meetings each year to be a face-to face or hybrid meeting if group members prefer. Timing of these meetings will be flexible and can be held outside of working hours depending on group members' preferences.
- Preparing for Steering Group Meetings (approximately 1hr each meeting) by reading any relevant documents sent in advance.
- Providing feedback on plans/documents (up to 6 hours each year) via email or over the phone.

The role will be for 2 years starting from April 2024 until end of March 2026.

WHO ARE WE LOOKING FOR?

Primary Care services are the first point of contact for health care for our whole population. Therefore it is important that individuals from a diversity of backgrounds and experiences have the opportunity to be involved.

We also know that when we work together as a group of people who bring different ideas and perspectives, we make more creative, informed and better decisions.

We want our steering group to bring together a mix of individuals. This includes, for example, people with different experiences related to age, disability, neurodiversity, ethnicity, gender identity, religion, sexual orientation, living in a rural or deprived area and/or being a carer.

We have listed some points below to help you decide if this role is a good fit for you. You don't need any previous experience of being on a committee or a strategic group. If you would like an informal chat about the role do get in touch (see contact details pg. 7)

ESSENTIAL

- Be 18 years or older
- Live in England
- Lived experience of using, or supporting individuals to use, Primary Care (General Practitioners (GPs), Community Pharmacy, Dentists, Optometrists)
- Able to work as part of a team
- Able to listen to others, express own views in a constructive way while respecting others
- Be comfortable speaking up in meetings
- Be comfortable reading and providing feedback on written material which may be provided via email, post, or an alternative format (as needed)
- Be comfortable using online tools (email, video conferencing, word documents), OR a willingness to learn to use online tools (training/support can be provided)

DESIRABLE

- Have a connection with a **community group or network*** and willingness to draw on and share perspectives from these groups.
- Interest in improving ways in which members of the public are involved in research

***A community group or network** could include a charity or organisation linked to your faith, health condition, age or hobby, or it might be an informal group such as a parents, school, resident or gardening group.

WHAT SUPPORT WILL I RECEIVE IN THIS ROLE?

To support you in this role we will:

- Provide you with a point of contact for any questions or queries
- Regularly ask you about any training and development needs to carry out the role, and to offer relevant training
- Provide support and access to resources required to fulfil the role – you will be able to call or email your point of contact if you have any questions
- We will update you with any relevant information or upcoming meetings/events
- Send you (by the method you request) any relevant information and/or event details
- Offer payment for your time attending meetings and other related activities as detailed on pg.4 (approx. £25 per hour) & any relevant reasonable expenses (e.g. Wi-Fi, travel, childcare or carer costs). Payments/expenses are calculated following [NIHR guidelines](#)
- Provide notes from meetings in a prompt manner
- Answer any questions you may have
- Provide regular feedback on what happened as a result of your feedback

HOW TO EXPRESS YOUR INTEREST

To apply for this role please complete the short form accessed by clicking the link or scanning the QR code below.

To request an offline version of the form (emailed or posted to you), or to complete the form over the phone please contact us on the below details.

We also have easy read versions of the expression of interest form available on request.

The deadline for applications is **midday 27th March 2024**.

APPLY NOW via: <https://forms.office.com/e/GERmcVJJQ1>



CONTACT DETAILS

For further details about this role please contact Halle Johnson, Patient and Public Involvement and Engagement Manager at the NIHR School for Public Health.

Email: halle.johnson@bristol.ac.uk

Phone: 0117 455 1778

GLOSSARY

Health research: The term research means different things to different people, but is essentially about finding out new knowledge that could lead to changes to treatments, policies or care. Health research is any research which ultimately aims to improve human health.

National Institute for Health and Care Research (NIHR): The National Institute for Health and Care Research (NIHR) is the country's largest funder of health and social care research, meaning it gives organisations and individuals the money, support and technology to do research. NIHR is funded directly by the government, and is not a private company. NIHR's mission is to improve the health and wealth of the nation through research.

Patient and Public Involvement: is defined as research being carried out 'with' or 'by' members of the public rather than 'to', 'about' or 'for' them. It is an active partnership between patients, carers and members of the public with researchers that influences and shapes research.

Patient and Public Engagement: When information and knowledge about research is provided and disseminated (shared) with the public.

Public: When using the term 'public' the NIHR includes patients, potential patients, carers and people who use health and social care services as well as people from specific communities and from organisations that represent people who use services. Also included are people with lived experience of one or more health conditions, whether they are current patients or not.

Strategy: a (usually written) plan of action designed to achieve a long-term or overall aim