

NIHR School for Primary Care Research (NIHR SPCR) Research Funding Panel Public Membership

Public members of boards and panels: role description, terms and conditions, and person specification

1. Role description

1. To attend meetings of the board.
2. To prepare for meetings by reading the agenda papers in advance and raising any issues for clarification with the appropriate manager. The agenda and associated papers are lengthy documents and will require considerable preparation.
3. To contribute to discussions and recommendations that take place during meetings, based on experience and knowledge as well as reflections on the papers provided.
4. To participate in scoring on the PPI element of the application during the meetings as required.
5. To declare any conflict of interest in accordance with the protocols of the board or panel and as instructed by the chair or advised by the manager.
6. To maintain the confidentiality of agenda papers, discussion and recommendations.
7. Liaise with the manager regarding all administrative matters relating to the panel, e.g. expenses, meeting dates and confirming attendance.

2. Terms and conditions of public panel membership

Duration of role

The usual term of office is three years.

Payment

Providing that you are not in receipt of a full time salary from public funds, payment for your involvement as a Panel member is offered in accordance with the NIHR Programmes guidance on payment and reimbursement rates for public involvement.

The fee for this role has been set at £225 per day for the 2 days of the Funding Panel, including preparation time, therefore £450 maximum. The fee will be paid by the University of Oxford expenses form and any National Insurance contributions will be deducted at source.

Expenses

Public members can claim all reasonable expenses for standard class travel, and subsistence in connection with their attendance at panel meetings. Accommodation will be provided for the night before the funding panel. On request, NIHR SPCR staff will

book train tickets direct so that panel members do not need to meet these costs in advance. Panel meetings always include refreshments throughout the day and lunch.

Special needs

All necessary support will be put in place to support panel members with disabilities, e.g. hearing loop in meeting rooms, papers in alternative formats. All accommodation used for panel meetings are fully accessible for people with limited mobility. Panel members who need the support and attendance of a carer will have the carer's travel and subsistence costs met by the School.

Preparatory work and meeting attendance

NIHR SPCR staff will ensure that panel members are aware of meeting dates and the schedule of pre-meeting work in good time. Panel members unable to attend a meeting due to illness or personal emergency must inform the NIHR SPCR at the earliest opportunity.

Exclusion criteria

We are unable to accept applications from the following:

- 1) Current public members of a NIHR panel or board who have more than 6 month's tenure remaining at the time the opportunity is advertised. Other than a short overlap for continuity, no public contributor should sit on two different SPCR boards or panels simultaneously.
- 2) Those who are currently employed as (or have left employment in the last two years as):
 - Academic researcher at doctoral level or above.
 - Professionally qualified medical, nursing or Allied Health Professional staff.
 - Public health specialists in any part of NHS, local authorities or higher education institutions.

Our recruitment and selection process

Opportunities are open for applications which are completed in response to the role description and person specification.

If you are shortlisted you will be invited to interview. If you are interviewed but not appointed, your details will be destroyed after 6 months.

3. Person Specification

Criteria	Essential attributes	How assessed	Desirable attributes	How assessed
Experience	Experience of PPI in health service research, e.g. as a member of a study	Application/ Interview	Experience of PPI in health service research as a member of a research project team.	Application
	Experience of health services as a service user or carer.	Application	Experience as an advocate or representative of patients or carers.	Application
	Experience of participating in formal meetings, e.g. school governor, ethics committee, charity trustee.	Application	Experience of the public sector as an employee, trustee or volunteer	Application
	Experience of reading and reviewing written documents and of assimilating a large volume of written information.	Application/ Interview		
	Experience of working as part of a team	Application/ Interview		
Knowledge	An understanding of the importance of and need for health research.	Application/ Interview	Demonstrates an understanding of the importance of evidence based healthcare	Application/ Interview
	A good understanding of PPI in applied health research	Application/ Interview	Demonstrates an understanding of how PPI can impact on research design or delivery	Application/ Interview
	Understanding of the public sector	Application/ Interview		
	An active interest in current affairs relating to health, e.g. via TV, radio and newspapers.	Application/ Interview		