Lay Member to the NIHR ARC EoE Public and Community Involvement, Engagement and Participation (PCEIP) Coordinating Group

We are seeking three members who represent patients, service users, carers and the public to become part of our PCEIP Coordinating Group. This is an exciting opportunity to bring fresh ideas and new perspectives to our group.

INTRODUCTION

The National Institute for Health Research (NIHR) Applied Research Collaboration East of England (ARC EoE) is an applied health and social care research programme funded for 5 years from October 2019. It is a partnership of four universities and providers of health and social care services in the East of England. This partnership works together to plan and carry out health and social care research in the best possible ways. We cover Cambridgeshire and Peterborough; Norfolk; Suffolk; Hertfordshire; Essex; and parts of Bedfordshire. We are concentrating our research on four communities where people have high health needs. This may be due to being poor; lacking opportunities; having many different illnesses; or difficulty getting the care they need. Our research areas will include mental health; ageing; dementia; end of life care; population health; and managing multiple conditions. We will span different age groups from young children to the very elderly. Our health economics research will consider the cost-effectiveness of care and treatments. We are committed to developing the best ways to involve the patients, service users, carers and the public in our research to make sure it is user-friendly and relevant. ARC EoE will fund research training for health and social care professionals, and help front-line staff learn how to change their practice using research.

Our decision-making Boards and Committees will steer ARC work and manage budgets and activities. These groups will include lay members to make sure we act in our communities’ best interests. We will also work closely with other organisations that fund health and social care research to help us achieve our aims.

ARC EoE will continue building on the previous five-year programme of the NIHR Collaboration for Leadership in Applied Health Research and care East of England (CLAHRC EoE). You can see more about the ARC EoE on our website: www.arc-eoe.nihr.ac.uk

ARC EOE PUBLIC AND COMMUNITY INVOLVEMENT, ENGAGEMENT AND PARTICIPATION (PCEIP) COORDINATING GROUP

There is a strategy in place for involving patients, service users, carers and the public in all aspects of ARC EoE’s work – see Appendix A, page 4. One main area of the PCEIP work in ARC can be classed as ‘Operational’ - the ways in which patients, service users, carers...
and the public are involved in the planning and organisation of ARC EoE. It also refers to the ways we work to support our researchers, patients, service user, carers and the public in carrying out PCIEP activities in research. The research we fund, and support should also involve patients, service users, carers and the public to make sure it is relevant and meaningful to our communities.

The PCEIP Coordinating Group will:

- look at what PCIEP is taking place in the ARC research areas
- review PCIEP plans in funding applications to provide feedback to researchers
- share ideas for activities, events and training in PCIEP
- work to support the aims and objectives of ARC PCIEP strategy
- link with our Regional and National partner organisations to share PCIEP information and ideas

The PCIEP Coordinating Group members will be:
- A Researcher representative from each of the 7 Research Themes
- Three lay members, including one to act as Co-Chair
- ARC EoE Senior Programme Support Officer and PCIEP Lead Co-Chair

LAY MEMBER ROLE

Responsibilities
The responsibilities of PCEIP Coordinating Group members, and the Lay Members in particular are to:

- bring their own views and perspectives to group discussions
- read papers and proposals, and give their perspective on the contents
- champion the diversity of the various patient and public views (and not only representing their own personal experience)
- attend daytime quarterly meetings of the PCEIP Coordinating Group in Cambridge, with email communication used between meetings to conduct business
- be available to also attend ARC EoE Board and other strategic committee meetings on PCIEP issues when required (this will be based on interest and availability)

Member attributes
We are looking for people who:

- have some understanding of applied health and social care research
- have experience of and/or interest in patient and public involvement in the research process or in shaping services
- can think in a strategic way and are committed to helping develop strategic PCIEP in applied health research across the region
- can give objective input about the priorities of patients and the public for PCIEP in research
• can confidently take part in group discussions and can listen well to others
• have experience of reviewing papers that contain complex information
• demonstrate a strong commitment to equality and diversity
• understand the need for confidentiality where appropriate
• are willing to commit to a two-year term involving a minimum of four meetings a year during the working day

Applicants do not need to have had any previous involvement in CLAHRC EoE (the predecessor of ARC EoE) as new applicants are encouraged and extremely welcome.

Support and reimbursement
Support will be provided by Lorna Jacobs, Senior Programme Support Officer and PCIEP Lead, ARC EoE. An induction will be set-up prior to joining the group, and any training needs for supporting your active participation in the group will be discussed.

You will be reimbursed for your travel to and from meetings, for mileage or use of public transport. Time spent preparing and taking part in meetings will also be reimbursed. Rates for travel and time will be in line with Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) policy. (CPFT is the host organisation of ARC EoE).

EXPRESSING AN INTEREST

Please express your interest in being a lay member by email or post to:

Lorna.Jacobs@cpft.nhs.uk
Miss Lorna Jacobs
ARC Senior Programme Support Officer and PCIEP Lead
ARC Office
Douglas House, 18 Trumpington Road
Cambridge CB2 8AH

Please outline the following in your email / letter (maximum 2 sides of A4):
• why you are interested in this role
• how you feel you meet the person specification
• any previous experience you have had of involvement in health and social care research
• what support and training you feel you may need in the role
• your contact details

The PCIEP Lead (Lorna Jacobs), ARC Manager (Angela Browne) and two lay members who are involved in ARC EoE will consider each expression of interest with the role description and member attributes in mind. The people most suitable to the role will be invited for an interview with Lorna and one of the lay members. A decision will then be made and formal invitations to join the group will be sent out.

Closing date for expressions of interest: Thursday 28th November 2019
Date for the interviews: Wednesday 11th December 2019

If you have any questions, please do not hesitate to contact:
Lorna Jacobs on 01223 465188 or Lorna.Jacobs@cpft.nhs.uk
Appendix A

NIHR ARC EOE PUBLIC AND COMMUNITY INVOLVEMENT, ENGAGEMENT AND PARTICIPATION (PCIEP) STRATEGY

A collaborative approach is at the heart of the ARC East of England (EoE) public and community involvement, engagement and participation (PCIEP) strategy, and our plans for working together with our four, populations-in-focus, other communities and regional partners can be seen in all facets of our ARC EoE proposal. Our host trust, Cambridgeshire and Peterborough NHS Foundation Trust (CPFT), has a leading, national role in PCIEP and will champion our work in this area, and our increasingly close working with the Eastern AHSN helps support this.

However, we recognise that more is needed to achieve our goal of establishing a form of PCIEP that enables truly collaborative and co-produced research design and implementation. Using the approach outlined below we shall fully develop our PCIEP strategy for submission to NIHR within the first year of the ARC EoE.

We aim to:
1. Extend PCIEP in research
CLAHRC EoE delivered a step-change in its regional strategy for involvement through its Patient and Public Involvement in Research theme, which investigated and developed new and optimal ways to achieve PCIEP in applied health research and its implementation. Building on these achievements, the ARC 'Inclusive Involvement in Research for Practice-Led Health and Social Care (IIRP)' theme will further develop methods for best-practice in PCIEP. Nationally, we have been leading in terms of recommendations for feeding-back the results of research to participants.

2. Extend PCIEP involvement of diverse groups
CLAHRC EoE’s track-record of meaningful and effective engagement and involvement of diverse groups in its research included parents of children with mental health conditions; frail elderly people; people with dementia; people with learning disabilities; and young people in care, accessing mental health services, and identifying as LGBTQ. ARC will build on these successes to ensure continued involvement of diverse groups, we will do this by utilising established links, and seeking new connections with regional organisations that represent communities and who can support engagement and involvement e.g. HealthWatch and the Eastern AHSN’s Citizen’s Senate.

3. Extend involvement of under-represented communities
Increasing the engagement, involvement and participation of under-represented communities. Developing community-led approaches is a priority for our ARC, our university partners, and for the NIHR East of England Public Involvement Collaborative, whose membership comprises PCIEP leads from the NIHR Infrastructure Entities, and the Citizens’ Senate.

We will do this by:
- Reaching out to under-represented communities in the ARC’s four populations-in-focus (Great Yarmouth; Peterborough and Fenland; Stevenage; and Thurrock). We will work to
involve community representatives (such as community workers, patients and carers) from each area, in shaping the final ARC PCIEP strategy and our research programme, through wide-ranging and regular engagement activities.

- Working with PCIEP groups at universities (e.g. the Public Involvement in Research group (PIRg) at the University of Hertfordshire), and using emerging findings from the IIRP theme to foster community-led approaches
- Working with the NIHR EoE Public Involvement Collaborative to shape and deliver regional PCIEP strategic objectives driving community-led approaches including building on the INVOLVE and NIHR Research Design Service's ‘Reaching Out’ initiative.
- Striving to be an exemplar of diverse and thriving community engagement, involvement and participation in health and social care research.

4. Use National Public Involvement Standards as a framework
The six national standards are:
1. Inclusive opportunities
2. Working together
3. Support and learning
4. Communications
5. Impact
6. Governance

We will use these standards to guide our work when supporting researchers in the use of PCIEP standards in project reports and impact statements as a method for reflection and identifying areas for improvement. This will align regional PCIEP strategic aims, monitoring the delivery of objectives, and reporting to INVOLVE and ARC PCIEP Leads at national meetings. We will strive to meet each standard as a whole programme, using them to reflect upon and improve practices.

Inclusivity
PCIEP member roles will be an integral part of our governance structure and CoPs. ARC will provide inclusive opportunities for patients, carers and public members, for example, there will be PCIEP representatives on our Board, Scientific Advisory Board, Capacity Building Committee and PCIEP Coordinating group.

Working together
We will develop mechanisms for increased PCIEP input in operational activity. Project teams will be supported and adequately resourced to involve patients, carers and the public in their research.

Working in partnership with the NIHR EoE Public Involvement Collaborative, it will deliver training to enable PCIEP members to work within themes, to review project progress against PCIEP plans and to participate on interview panels for roles at all levels. Our host trust, CPFT, and university partners increasingly value PCIEP involvement on appointment panels and we shall continue to support this practice, particularly for key appointments are being made to the ARC EoE.
Supporting and learning
In partnership with NIHR Cambridge Biomedical Research Centre (BRC), ARC EoE will lead on developing and delivering PCIEP training, expanding provision from introductory level to more specialised areas. ARC will also hold PCIEP induction training for new ARC members, including research staff, using the CLAHRC EoE’s PCIEP Handbook for Researchers. We will also work in partnership with the Collaborative to deliver events and training more generally, aimed at the public across the region.

Communication
ARC will utilise and develop resources from CLAHRC EoE’s PCIEP Feedback Guidance to support effective communication by researchers to PCIEP representatives. The core PCIEP lead will support the development of new forms of communication, including creative methods that are more accessible to often-excluded groups. ARC PCIEP activity will be disseminated via national platforms through sharing updates at national ARC PCIEP meetings, in the Annual Report, through social media channels and at conferences. Close working with the Eastern AHSN will support our communication within and beyond the region.

Impact
The effectiveness and impact of PCIEP across ARC will be evaluated by the IIRP theme, and ARC themes will be supported to evaluate the impact of PCIEP on their research. We are confident that the comprehensive and innovative nature of the planned ARC research programme will provide a well contextualised and innovative body of PCIEP evidence that will inform NHS PCIEP policy and practice.

Governance
PCIEP will be a standing agenda item at theme meetings, and fully represented at the strategic level.

(More information about the six standards can be found here: https://www.invo.org.uk/wp-content/uploads/2019/02/71110_A4_Public_Involvement_Standards_v4_WEB.pdf)