

## Extract from the research protocol

### Interview question topic guide

-Questions about involvement in the project: -

How were public contributors recruited to the project?

How were public contributors involved in the project?

How did you understand the role of public contributors?

Did the role of public contributors change over time?

What factors facilitated the involvement of public contributors?

What factors impeded the involvement of public contributors?

Did any project team member take a lead in involvement? What was the nature of that lead?

Is there any evidence of the success indicators for PPI: Did the public contributors meet together? Get offered any training? Did they get paid? Contribute to official information?

Co-design the initiative? Did they sit on the governing body?

How were decisions made in the project? What was the role of public contributors? Could public contributors influence decision-making?

Anything the participant would like to say about PPI that has not been covered?



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## Role Profile

### 1. Background

The West of England Academic Health Science Network (WEAHSN) is a vibrant and diverse network of partners which includes providers of NHS care working with universities, industry, NHS commissioners and a wide range of other organisations.

People & Health West of England (PHWE) aims to share good practice and resources encouraging the involvement and participation of patients and members of the public. It was set up by the WEAHSN, the Collaboration for Applied Health Research and Care (CLAHRC) West, the Clinical Research Network (CRN) and Bristol Health Partners (BHP). This joint approach is unique. By joining the WEAHSN as a public contributor, you will have the opportunity to take part in PHWE and help shape how we take patient and public involvement forward in the region.

### 2. Main responsibilities

- 2.1. To act as a critical friend and offer advice and support to the [REDACTED]
- 2.2. To contribute to the planning of 6- 8 workshops.
- 2.3. To respond and comment on the promotional materials being produced by the design company.
- 2.4. To prepare for and actively participate in weekly phone meetings. This will include reading meeting papers that may be lengthy and/or complex.
- 2.5. To undertake activities between meetings as mutually agreed. This may include some or all of the following:
  - Membership of a project advisory group.
  - Attending events organised by the steering group (for example, a seminar or workshop).
  - Giving talks or delivering workshops.
  - Involvement in other relevant activities as appropriate.
- 2.6. To promote the work of the West of England Academic Health Science Network to others.
- 2.7. When appropriate, provide support to new public members.

### 3. Commitment

The role is for [Specify period].

Working arrangements will be reviewed after an initial trial period of 3 months thereafter the specific time commitment will be identified mutually agreed.

#### 4. Payment and expenses

Payment for time will be [REDACTED] per hour, which covers the time spent preparing for meetings such as reading minutes and associated papers. Other out of pocket expenses such as travel [REDACTED] or carer's allowances will be paid in addition.

#### 5. Induction and support

All new public members will be expected to attend an induction session prior to starting to prepare new members for their role and provide practical information about getting involved (for example, style of meetings, format of papers, how to contribute effectively, expenses and payment).

#### 6. Public contributor role requirements

Skill/Experience	Essential	Desirable
Experience of working with others to address common issues of concern.		
Understanding of quality improvement from a public perspective.		
Knowledge and experience of the NHS, social care and/or public health services as a service user or carer/ family member.		
Proven interpersonal skills and the ability to listen and to express own views about relevant issues in a way that respects the contributions of others and avoids jargon as far as possible.		
Ability to be able to coach and train others, individually or in groups, in the use of techniques that can measure and evaluate improvements.		
Ability to work as part of a group with people from a wide range of different backgrounds.		
Ability to focus on tasks and achieving outcomes.		
Ability to bring relevant knowledge from the perspective of members of the public.		
Ability to draw on personal experiences and work constructively with others towards service improvement.		
A commitment to promoting diversity and equality of opportunity.		
A commitment to prepare fully for meetings.		
Access to the internet and basic IT skills.		
To respect any requests for confidentiality, declare any conflicts of interest if these arise and abide by an agreed code		

of conduct.		
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