



## Primary Care Respiratory Society Patient Reference Group – Role Description

### Background

The Primary Care Respiratory Society is committed to ensuring that the public, patients, carers and service users are integral to its work and play an active role as partners.

We are seeking the input and views of lay people to ensure our work is patient centred and that PCRS is acting ultimately in patients' best interests and providing public benefit.

The PRG is an advisory group responsible for providing independent advice and feedback to the PCRS Executive.

Though we recognise the value of individual experience of health and care, members of this group are expected to raise a broader range of viewpoints beyond their own personal experience.

<b>Title:</b>	PCRS Patient Reference Group (PRG) member
<b>Time commitment:</b>	A meeting at the PCRS annual conference. Additional email and telephone correspondence in between meetings and some reading. Attendance at PCRS Committees.
<b>Remuneration and Expenses:</b>	Out-of-pocket expenses for travel. An honorarium of £200 for each face to face meeting.
<b>Supported by:</b>	PCRS Operations Team
<b>Tenure of Office:</b>	3 years ( <i>subject to annual review</i> )

### Role description:

All members of the PRG panel will be patients, carers or members of the public. PRG members will be invited to contribute by:

- Attend and participating in the PRG meetings. To contribute to discussions during meetings, based on your knowledge and experience, and your thoughts on any presentations and meeting papers.
- Offering feedback and patient/public perspective on PCRS current and proposed activities and plans
- Championing the patients' voice including helping to give voice to a range of views and experiences, which may not necessarily be their own"
- Preparing for meetings by reading any meeting papers and raising any issues for clarification with the PCRS Operations Team.
- Providing feedback during the meetings and, if you wish, after the meeting.

### Role requirements

- Lived experience of respiratory health and/or social care services as a patient.
- Knowledge and understanding of patient, public and service user perspectives, with an ability to raise a wider range of viewpoints beyond your own personal experience.
- An ability to work effectively and positively as part of a team.
- Respecting any requests for confidentiality and declaring any conflicts of interest if they arise.

## **Opportunities**

Members of the group will have the chance to:

- Get involved in the PCRS's various committees - Education, Service Development, Conference Organising Committees, Policy Forum and PCRS-UK Executive - PRG members will be asked to provide written feedback and observations of each committee meeting they attend, back to the PRG and to the Committee.
- Act as lay advisers to PCRS professionals seeking some patients/service user perspective on their research proposals (in particular where no such PPI resources are available to professionals in their own organisations or networks).
- Attend the PCRS annual conference and feedback observations on the sessions they attend
- Contribute an article to an issue of Primary Care Respiratory Update.
- Receive all PCRS membership communications.

## **Attendance fees and expenses**

- PCRS will reimburse travel expenses flexibly to meet the needs of individual PRG members, either in advance of the meeting, at the meeting (advance notice will be required, so signed cheque can be available) or retrospectively upon receipt of a valid invoice (second class transport, including taxis where necessary for health reasons).
- An honorarium of £200 per day will be paid to the PRG members to attend PCRS meetings, including PRG meetings, PCRS Executive / committee meetings and the conference, they are asked to participate in.
- Overnight accommodation will be provided by PCRS where it is required for PRG members to participate in PCRS meetings. Alternatively, if PRG members agree in advance with PCRS, they may book their own accommodation and be reimbursed by PCRS upon receipt of a valid invoice.

## **Support to Panel members**

All members will be supported by the PCRS Operations Team. The role-holder will be invited to identify any personal learning and development needs they may have either in advance of formally taking up the role or during their tenure. Any personal learning and development needs should be discussed with the PCRS Chief Executive or the PCRS executive chair, who will consider the most appropriate means of addressing them.

## **Recruitment and Selection Process**

The PCRS is committed to diversity of lay representation and applications are encouraged from individuals from all backgrounds, and all age groups. Interested candidates will be asked to complete a short supporting statement setting out their experience, expertise and reason for interest in the role.