

**Role Description**

**Volunteer Position:** CUH Patient and Public Involvement Panel (PPI) Representative

**Supported by:** Panel Coordinators: Joann Leeding (Lead) and Anna Ellis (Assistant)

**General function:** To raise awareness and promote the work of the CUH PPI Panel and the Clinical Research Facility (CRF). This is primarily an engagement role, with Representatives attending events to meet with and talk to members of the public and the research community. The group of Representatives will also be consulted on matters related to development of the CUH PPI Panel, including shaping agendas for Panel meetings. A group of 6 – 8 people will be appointed and an optional rota will be in place, so that the ‘burden’ of attendance does not become onerous.

**Specifically:**

1. Participate, when possible, in Panel meetings and skills updates provided by panel coordinators and CRF staff, enabling each Panel Representative to feel supported and confident when engaging with others on behalf of the Panel.
2. Attend public events, accompanying members of the CRF staff or Panel Coordinators, for a mutually agreed period of time
3. Join the CRF PPI forum meeting, led by CRF senior nurses Stewart Fuller and Caroline McMahon, to review CRF engagement, participation and involvement activities.
4. Assist Panel coordinators in the development of the Panel by commenting on promotional material, proposed events, role development, etc.
5. Provide critical feedback and perspective

**Desired attributes:**

* An active involvement as a Research Reader for the CUH PPI Panel
* An interest in and commitment to health research at the Cambridge Biomedical Campus
* Breadth of understanding and a tolerance of viewpoints from others
* Willingness to participate in discussions and confident to be a ‘critical friend’

**Time Commitment:**

No specific time commitment, no requirement to attend any specific event

**Expenses:**

Travel expenses reimbursed, free parking, meal allowance or meal provided if the event is taking place over a lunch time or evening meal time.