**Opportunity to be involved in Birmingham Cancer Research UK Clinical Trials Unit (CRCTU) Patient Advisory Board**

***The CRCTU Cancer PPIE Strategy***

Public involvement in research is research done ‘with’ or ‘by’ members of the public rather than ‘to’, ‘about’ or ‘for’ them (NIHR Centre for Engagement and Dissemination). The CRCTU is committed to working with patient and public involvement and engagement (PPIE) representatives across all of our trials and we greatly value the contributions of our patient and public collaborators.

In 2020 we identified the need to create an overarching PPIE strategy in order to strengthen our PPIE activity. The process of developing our strategy validated our current work and brings our PPIE activies together, setting an ambitious vision for the future. The key aim of our Cancer PPIE strategy is to **build trust with all of our communities by developing a strong two-way relationship and enabling meaningful problem solving**.

***What is the CRCTU Patient Advisory Board?***

A key part of our PPIE strategy involves forming a **Patient Advisory Board** with its membership derived from patients from across our key disease areas of research. Our Patient Advisory Board has the overall aim of ensuring that our work is driven in partnership with patients and the public by providing guidance and input to key CRCTU strategic and operational areas. The Patient Advisory Board will work closely with the CRCTU Directors Committee with the first meeting due to be held on the morning of **13th January 2023, in person at Birmingham (venue to be confirmed).**

The Patient Advisory Board will join a number of existing initiatives within the CRCTU, which include a PPIE Hub Steering Group (including staff and patient membership), a CRCTU Patient Group (***I***nvolvement and Engagement in ***C***ancer ***R***esearch at ***B***irmingham – *ICRB*) and a staff network ‘Involve and Engage’. A summary of how these groups interact is shown below:

**PPIE Hub Steering Group**

**CRCTU Directors Committee**

**Patient Advisory Board**

***Opportunity for involvement***

We are inviting you to consider your involvement in the CRCTU Patient Advisory Board to ensure our research remains relevant and focussed on the patients and public that we serve.

**Meetings are due to take place twice a year, lasting approximately two hours and will be held in person at a location within the University of Birmingham.**

**The first meeting will be on the morning of Friday 13th January 2023**

|  |  |
| --- | --- |
| **Proposed Opportunity** | Birmingham Cancer Research UK Clinical Trials Unit (CRCTU) Patient Advisory Board, we aim to have between 6-10 members on the board |
| **Remit of CRCTU Patient Advisory Board** | To ensure that our work is driven in partnership with patients and the public by providing guidance and input to the CRCTU via our Directors Committee |
| **Commitment involved** | Members will hold their role for an initial two year term with the potential for renewal for a further year. Meetings will take place bi-annually with the initial meeting planned for Friday 13th January 2023 at a location within the University of Birmingham. Future meetings may be available on-line/hybrid dependent on availability at location.  Each meeting will last for approximately two hours.  Advice may be sought outside of the planned board meetings but this will be kept to a minimum |
| **Expenses/Honoraria** | An honorarium of £50, plus travel costs per meeting is available for members of the Patient Advisory Board |
| **Further information** | The Board will have a Chair appointed and this role will be supported in advance and during each meeting by the CRCTU PPIE Leads; the Director of Precision Medicine Trials and Senior Research Nurse.  Please contact us to find out more about this opportunity by:  **21st November 2022**.  All applications will be reviewed to ensure a mix of experience across the PPIE representatives.  Successful applicants will be notified by **2nd December 2022**. If you are unsure if you can meet the deadline of the 21st November please do contact us to discuss this further.  Name: Karen Turner  Email: **k.turner.1@bham.ac.uk**  Website: <https://www.birmingham.ac.uk/research/crctu> |

**Role Description of PPIE representative on Birmingham Cancer Research UK Clinical Trials Unit (CRCTU) Patient Advisory Board**

***Responsibilities***

1. Attend the Bi-Annual meetings in person at a location within the University of Birmingham, which will last for approximately two hours
2. Provide advice and guidance on the development and prioritisation of CRCTU’s scientific and operational strategy
3. Co-developing our PPIE strategy, measures of success and workplan
4. Overseeing the training plans for current and future patient contributors
5. Raising issues for discussion with the CRCTU Directors Committee
6. Identifying opportunities for the CRCTU to work with national/regional PPIE initiatives, patient and public groups, signposting and introducting us when possible
7. Advising CRCTU on patient facing publicity and assisting in these activities when appropriate. This may involve some work outside of Board meetings which will be kept to a minimum
8. Acting as a PPIE advocate for the CRCTU
9. Where requested provide a patient view on applications for funding before submission. Giving advice and consideration to clinical trial portfolio reviews, especially for trials that are struggling to recruit enough patients

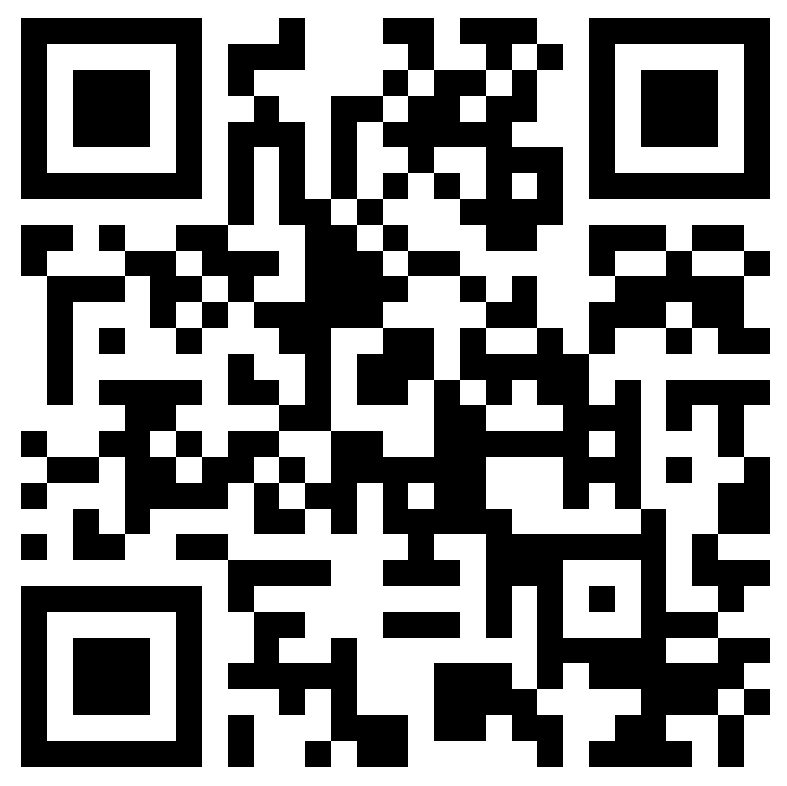
***Person Specification***

|  |  |  |
| --- | --- | --- |
|  | **Essential Attributes** | **Desirable Attributes** |
| Qualifications | None | None |
| Experience | Experience of impact of cancer on the individual, a family member or close friend | Previous experience of attending similar formal meetings.  Experience across the CRCTU cancer types, including paediatric solid and blood cancers, adult lung, brain, colorectal, head and neck, breast and blood cancers |
| Skills | Provide current knowledge, critical thinking and analysis to inform the CRCTU Directors Committee | Previous experience with developing strategy documents |
| Knowledge | Understanding of the perspective of the Cancer patient and/or their family | Understanding of patient and public involvement in clinical trials |
| Personal Qualities | Good communicator  Ability to listen to others and express own views  Openess to other people’s views  Ability to maintain confidentiality when required | Self confidence in mixed group of professionals |

***What to do next?***

If you would like to be a member of the Patient Advisory Board please complete the application form [**here**](https://forms.office.com/r/9PF4XVZVqa), it is also available at: <https://forms.office.com/r/9PF4XVZVqa>

Alternatively you can scan the following QR code with your mobile phone camera for a direct link to the application form:



You may also email [k.turner.1@bham.ac.uk](mailto:k.turner.1@bham.ac.uk) if you would prefer the application form to be sent to you as a word document or printed and sent out to you in the post.

***Confidentiality and non-disclosure of information***

*Confidentiality must be maintained in relation to any personal information and information related to personal health that the representative gathers through personal and electronic contact with other PPIE representatives. Any information related to CRCTU Trial activities must be treated in confidence. You can find out more about what we do with your data in our privacy notice at:* [*https://www.birmingham.ac.uk/crctu*](https://www.birmingham.ac.uk/crctu)