

Patient and Public Involvement Virtual Panel

NIHR Policy Research Unit in the Economics of Health Systems and Interface with Social Care: ESHCRU II

Terms of Reference (last updated 14 Jan 20)

Purpose / role of the Panel

The ESHCRU II PPI Virtual Panel (the Panel) exists to provide a patient and public perspective on any aspect of the Unit's programme of work.

The Panel is virtual, because members will not normally meet face-to-face. Requests will be sent by email, and may include the following examples:

1. To raise emerging policy issues that require evidence.
2. To propose potential research topics.
3. To identify and frame research questions.
4. To review study proposals.
5. To identify implications of results.
6. To help draft, or comment on, lay summaries for research reports.
7. To advise on dissemination and impact of research findings.
8. To provide feedback and comments on our website.

Membership

1. Membership of the Panel is by invitation only.
2. Membership of the Panel is not restricted by age, colour, race, ethnicity or nationality, disability, gender or sexuality.
3. The term of office is three years, and may be extended a further two years.
4. Members are free to withdraw at any time.
5. Payments will be made in accordance with the [ESHCRU II PPI payment policy](#).
6. We will not share a member's contact details with other Panel members unless we have your permission to do so.
7. Personal data will be stored securely (see [Privacy notice](#)).

Confidentiality

Members agree to:

1. Keep research questions, findings and information confidential until they are in the public domain.
2. Respect the confidentiality of any unpublished papers that are shared.

Declaration of interests

1. Panel members are required to declare if they have any interests that might be in conflict with the work of the research team.
2. A conflict of interest does not stop you from being a member of the Panel. However, it does mean that you cannot contribute to an issue where you have a conflict of interest.

Review

1. Informal feedback on the working of the Panel from members will be invited periodically.
2. Panel members are welcome to send feedback to the project co-ordinator at any time.
3. The research team will provide feedback to panel members about the difference they have made to the research as appropriate.
4. The working of the Panel will be formally reviewed by the ESHCRU II Management Team midway through the programme (summer 2021) and feedback from the Panel will be sought.

Working methods / ways of working

1. Membership of the Panel is voluntary and should not be burdensome.
2. Members are under no obligation to respond to any requests.
3. To help us to target specific requests, we will ask Panel members to provide information in advance on the types of request they would be interested in.
4. We may specify the maximum number of individuals needed to complete a particular task. Tasks will then be allocated on a first-come first-served basis.
5. Requests from the research team will be sent by email by the project co-ordinator Louise Campbell che-eshcru@york.ac.uk
6. Requests will be made on an ad hoc basis, and will depend on needs of the research team.
7. The time given to the Panel to respond depends on the nature of the request, but in general we will try to issue requests in a timely and planned manner.
8. Payments will be made only after satisfactory completion of the task. Panel members will be told the payment amount in advance. These amounts will be included in our written payment policy (available on the [programme website](#)).
9. If face-to-face meetings are held, we ask members to respect others' views and different experiences.
10. Please contact us if you are thinking of leaving the group.

Contact details

For all enquiries, please contact the ESHCRU II project co-ordinator Louise Campbell

e: che-eshcru@york.ac.uk

t: 01904 325873