

Patient/Public members of the Efficacy and Mechanism Evaluation (EME) programme Board

Applicant Information Pack

The EME health research programme is currently looking for members of the public to join their funding board to ensure that the public are actively involved in health research. Details of the EME programme, the role and how to apply are given below.

Role Description

Patient/Public members of the EME Board will be required to:

- attend 3 board meetings per annum (2 days per meeting) (19/20 Oct 2010, 22/23 Feb 2011, 28/29 June 2011, 25,26 Oct 2011)
- review research proposals prior to board meetings – approximately 4.5 days per year in total.
- assist the group by identifying and raising issues from the perspective of patients and the public that are relevant to the research.
- work with staff in the EME programme to review the programme patient and public involvement strategy, to suggest improvements to this and to evaluate the value of PPI board members to the programme.
- Participate in training and development activities.

Role Requirements

Essential Criteria

- Good verbal communication skills – the ability to make concise and persuasive comments at board meetings
- Ability to quickly assimilate new information
- Recent experience of health services or health research as a patient or carer.
- Broad understanding of ethical and patient/public issues in research and the ability to raise these during discussions of research proposals
- An interest in health research

Desirable Criteria

- Experience working as a formal committee member
- An understanding of the importance and need for clinical research

Term

Patient/public board members will be expected to take on the role for a one year period although this may be extended for up to a further 3 years.

Attendance Fee and Expenses

A daily rate of either £150 or £225 is paid, depending on the volume of work required at board meetings. A daily rate of £150 per day is paid for attendance of training courses. The daily rate covers attendance at the meeting and the preparation work required beforehand. This daily rate will not be paid if you receive a full-time salary from public funds.

The fee will be paid by the University of Southampton. Tax is not deducted by the University and therefore lay board members are responsible themselves for paying appropriate Income Tax and National Insurance contributions. If you are receiving state benefits or state pension you must inform Jobcentre Plus or the Pension Service before you agree to accept these payments.

Patient/public board members can also claim expenses in respect of all reasonable and necessary travel, accommodation, support and subsistence connected with the board duties.

Training and Support

You will be expected to attend an induction meeting in Southampton as required. You will also be provided with a mentor from the EME team who will provide you with support.

Declaration of interests

All board members are required to declare if they have any interests that might be in conflict with the work of the board. Board members who have a conflict of interest are asked to leave the room during any discussions or decision on these projects or issues.

Closing Date

All applications must be emailed to experts@eme.ac.uk by Friday 20 August.

Selection Process

Shortlisted applicants will be invited to attend an interview and assessment in Southampton on 7 September. Preferred applicants will then be invited to attend the EME board in London on 19 and 20 October as observers. During this meeting they will have the opportunity to confirm that the role is of interest to them and will have an informal interview with the EME Director and EME Board Chair prior to appointment. Attendance fees as detailed above will be paid to those who are asked to observe the board in October.

All applicants are asked, wherever possible to keep 7 September and 19 and 20 October free so that they can participate in this selection process.

How to apply

Please email the following information to experts@eme.ac.uk by Friday 20 August:

- your CV
- a covering letter giving:
 - a) reasons why you would like to become an EME Board member
 - b) examples of how you meet the role requirements
- Also please complete the equal opportunities form which you can download here: http://www.eme.ac.uk/get_involved/pdfs/eme_Equal_Opps.doc

Background information

What is The Efficacy and Mechanism Evaluation (EME) programme?

The EME programme funds and monitors health research studies. It aims to support excellent clinical science with an ultimate view to improving health or patient care.

The programme was launched in April 2008 as part of the National Institute for Health Research (NIHR) and the Medical Research Council (MRC) coordinated strategy for clinical trials. The EME programme is funded by the MRC and managed by the NIHR as the lead organisation for clinical trials and evaluation.

Further information about the programme can be found on the EME website (www.eme.ac.uk)

Some examples of the sort of research that the EME programme support is provided on the EME website (http://www.eme.ac.uk/funded_projects/)

Further information

Further information can be found on the EME programme website or by contacting:

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