

Role description for Simon Chilcott PP4M co-applicant role

Background

This document outlines the roles and responsibilities of Simon Chilcott (SC)- the co-applicant for the PP4M study.

We asked SC to be the study co-applicant as we want to ensure that the public voice is embedded at all stages of the PP4M study. We also want to make sure our planned PPI activities are considered important and meaningful to the PPI contributors involved.

We realise that SC is undertaking this role in addition to a full-time job, so we believe it is important that there is flexibility around this role and that we work the role and expectations around SC's work commitments.

We have created this role descriptor to provide clarity on the roles/expectations of the co-applicant role. However, we see this as a live document that can be edited and reviewed on a regular basis to ensure we are constantly learning and developing our ways of working.

Responsibilities of the SC (co-applicant).

- We expect SC to attend one-to-one update meetings with Carmel McGrath (CM) when possible (around SC's work commitments). In these meetings, SC and CM will discuss PPI plans and progress. SC will have an active role in providing oversight and helping to develop PPI activities aligned to the PP4M study.
- When possible, SC will attend meetings with the local Bristol PPI PP4M group (this group meets to discuss the activities the Bristol PPI contributors are undertaking).
- When possible, SC will attend the PPI operational group meetings with CM (these meetings are with the PPI leads from the Southampton and Keele sites and two PPI contributors (one from Keele, one from Southampton). In these meetings we discuss the PPI activities across the three sites (Bristol, Keele and Southampton).
- When possible, SC will attend the co-investigator meetings (these meetings are every six weeks and bring together all the researchers on the PP4M study to discuss progress from each site).
- If pre-reading is required, SC will be asked to read this before meetings.
- If possible, SC will attend ad-hoc meetings with the PP4M study researchers when planning PPI activities (e.g when discussing the role of a PPI contributor on the implementation group, or planning the training for the PPI contributors for the qualitative activities).

Our responsibilities:

- Carmel McGrath (CM) will meet on a one-to-one basis with SC to review the activities/ responsibilities of SC.

- CM will ensure that before co-applicant meetings SC is prepared and updated with current PPI activities/progress.
- CM and SC will communicate via phone calls, face-to-face and online meetings.
- As and when required SC will have opportunities to attend training and we will ensure that this is provided to SC
- We will review our ways of working to ensure they accommodate SC work schedules and commitments outside of the PP4M study.
- To support SC with IT access (we are in the process of organising an outlook account for SC).

Duration of role:

This role is to be continued for the duration of the PP4M study.

Review of role descriptor:

This will be a live document and reviewed every four months.

Next review date: April 2023

Payment and expenses:

- SC will be paid in regular vouchers as agreed with the study team for your involvement.
- CM will be responsible for recording these payments.
- We will reimburse SC for his time and travel expenses.