

Patient/Carer/Public Member(s) of the CRIS – Clinical Record Interactive Search – Oversight Group

Role description

Background:

The Clinical Records Interactive Search application (CRIS) is a software solution that removes personal information from an electronic medical record that may identify an individual. It then produces a de-identified database that an NHS organisation can use for research, service evaluations and clinical audits.

The CRIS Oversight Group meets bi-monthly, with a remit that covers the operational management of CRIS at Oxford Health NHS Foundation Trust (OHFT). In so doing, the Group will promote the scientific and ethical principles that should govern the use of CRIS, and includes representatives from OHFT and the University of Oxford.

An additional Patient/Carer/Public representative is now sought for the CRIS Oversight Group (see the [Terms of Reference document](#) for more details about the Group).

Your responsibilities:

- To attend at least 4 meetings each year and contribute to email CRIS applications*
- To prepare for meetings by reviewing the paperwork provided in advance;
- To offer your perspective - either as a patient, carer or member of the public - on the topics under discussion;
- To review the Minutes circulated after the meeting and comment or sign-off as applicable;
- To declare any conflicts of interest that may arise at any time, and to maintain confidentiality in respect of the business discussed;
- No additional responsibilities are anticipated.

*Meetings are held at the Warneford Hospital in Oxford, usually at 14:30-15:30, on a bi-monthly basis. You may also be contacted via email, on the alternate months to consider CRIS applications which have been submitted in-between the scheduled meetings. The meeting dates which have been scheduled to the end of 2018 as follows:

- 6th June
- 1st August
- 3rd October
- 5th December

We would be happy for two public representatives to share the role in order to ensure representation across the year.

Our responsibilities:

- To work with you to identify and provide the support that you would like to help you to carry out the role. For example, this might be an initial meeting, and/or a named contact;
- To provide the paperwork as soon as possible in advance of each meeting, and Draft Minutes as soon as possible after each meeting, in a way to suit you (e.g. via e-mail or by post).

Duration of role:

- It is anticipated that the appointment will be for one year in the first instance.

Payment and expenses:

- We will reimburse you for any travel and/or carer-related expenses that you might incur in fulfilling your role. We will discuss these with you in advance of the first meeting that you attend, together with the process for making a claim;
- In addition, we offer reimbursement for your time or for consideration of email CRIS applications at the rate of between £20 to £50 per meeting depending on the amount of work involved, which will be pre agreed, (to include preparation and follow-up): it is your choice whether to accept this or not.

Please note that if you are receiving state benefits, a pension, pension credits, tax credits or are liable for income tax and National Insurance, receiving any form of payment may affect you. See more information here:

<http://www.invo.org.uk/posttypepublication/what-you-need-to-know-about-payment-2/>.

The NIHR provides access to a Benefits Advice Service (NB. they cannot advise regarding tax and National Insurance). We urge you to contact them to seek their guidance as we cannot provide this advice. You can see more information here <http://www.invo.org.uk/benefits-advice-service-for-involvement-for-members-of-the-public/> or contact INVOLVE who will explain how to access the service (email involve@nihr.ac.uk, phone 02380 595628 and tell them you are involved with the Oxford Health BRC).

Person specification:

Criteria	Attributes
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Has experience of mental health and/or cognitive decline as a patient or carer
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Understands mental health and/or cognitive decline and can demonstrate the difference <p>Desirable</p> <ul style="list-style-type: none"> • Some knowledge of the NHS; how it is structured, funded and managed • Some knowledge of how the government supports health research • Some understanding of how research is conducted in a health setting
Skills and Personal qualities	<p>Essential</p> <ul style="list-style-type: none"> • The ability to manage and plan your own time • The commitment to attend meetings as agreed (medical condition allowing) • The commitment to prepare for meetings by reading information sent to you in advance • To give and maintain a firm commitment to keep our research confidential and declare any conflicts of interest if they arise <p>Desirable</p> <ul style="list-style-type: none"> • Ability to confidently express your views at meetings attended by a range of professionals • Ability to keep asking questions until you get enough information or an explanation to fully understand what people are talking about • A willingness to listen to, and consider, different perspectives and opinions • An ability to challenge current thinking in ways that are both creative and supportive
Other	<ul style="list-style-type: none"> • Lives in Oxfordshire or Buckinghamshire

Contact details:

If you would like to be considered for this role, please send an Expression of Interest explaining your experience and how you fit the person specification.

Deadline – 5pm Friday 8th June

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Please note that shortlisted candidates will be invited for an informal interview prior to appointment.