

Brain Health Centre Feedback Group – role description

About the Feedback Group:

The Feedback Group will play an important role in setting up a new Brain Health Centre. The group will ensure that both the patients' and carers' views are central to creating the Brain Health Centre (BHC).

The group will focus on: considering the information and communication processes and requirements for the BHC; and mapping the patient and carer journey through the BHC.

Members of the group will input into how the centre is set up, and feedback into the processes, documentation and information that are to be provided for patients and carers.

The group will have an initial meeting, and will then be asked to review documents and information remotely over the subsequent months. We would anticipate the Feedback Group will be made up of 8 people.

Background to the Brain Health Centre:

The Brain Health Centre (BHC) is being set up as a centre of excellence to offer patients access to better quality diagnosis after they have been referred by their doctor for concerns about their memory.

The centre will provide a link between leading University research into diagnosis and treatment of memory problems and other difficulties with thinking, known as "cognitive disorders", and the adoption of this research in the NHS. Patients will also be given improved opportunities to take part in research and trials.

The Brain Health Centre (BHC) is being set up under the [NIHR Oxford Health Biomedical Research Centre](#) (BRC). The BRC is a partnership between [Oxford Health NHS Foundation Trust](#) and the [University of Oxford](#) focusing on adult mental health, older adults and dementia, and precision psychological treatments.

Responsibilities of group members:

The responsibilities of group members will be:

- To attend an initial discussion group* and offer your perspective - either as a patient or carer - on the topics under discussion.
- To review information, processes and documents as they are developed and to offer your perspective - either as a patient or carer - on how information, processes and documents could be improved. (It is envisaged this review and feedback will be conducted remotely.)
- To declare any conflicts of interest that may arise at any time, and to maintain confidentiality in respect of the business discussed.

*We are aiming for an initial meeting date in July 2018.

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.

Duration of role:

- We anticipate the work of the group will run between July and December 2018. This will be reviewed with the Feedback Group members.

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 at the rate of £50 per meeting (to include preparation and follow-up) and £20 for reviewing documents at home: 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	Essential attributes
Experience	<ul style="list-style-type: none"> • Has experience of mental health and/or memory problems as a patient or carer
Knowledge	<ul style="list-style-type: none"> • Understands mental health and cognitive decline
Skills	<ul style="list-style-type: none"> • Is able to contribute to the discussions and communicate areas of potential improvement • Able to receive information and provide feedback by email
Personal qualities	<ul style="list-style-type: none"> • Is comfortable contributing to group discussions
Other	<ul style="list-style-type: none"> • Lives in Oxfordshire or Buckinghamshire

Contact details and how to apply:

If you would like to join the Brain Health Centre Feedback Group please send us a short email outlining how you fit the person specification as soon as possible, and **before 17 July 2018**, to:

- gary.gibbs@psych.ox.ac.uk
- 01865 618267