

Brain Health Centre Working Group

Role description for Patient/Carer Member(s) of the Working Group

Background:

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 was created in 2016 when a partnership between [Oxford Health NHS Foundation Trust](#) and the [University of Oxford](#) was awarded £12.8 million to establish a Biomedical Research Centre focusing on adult mental health, older adults and dementia, and precision psychological treatments. The funding runs for 5 years from April 2017.

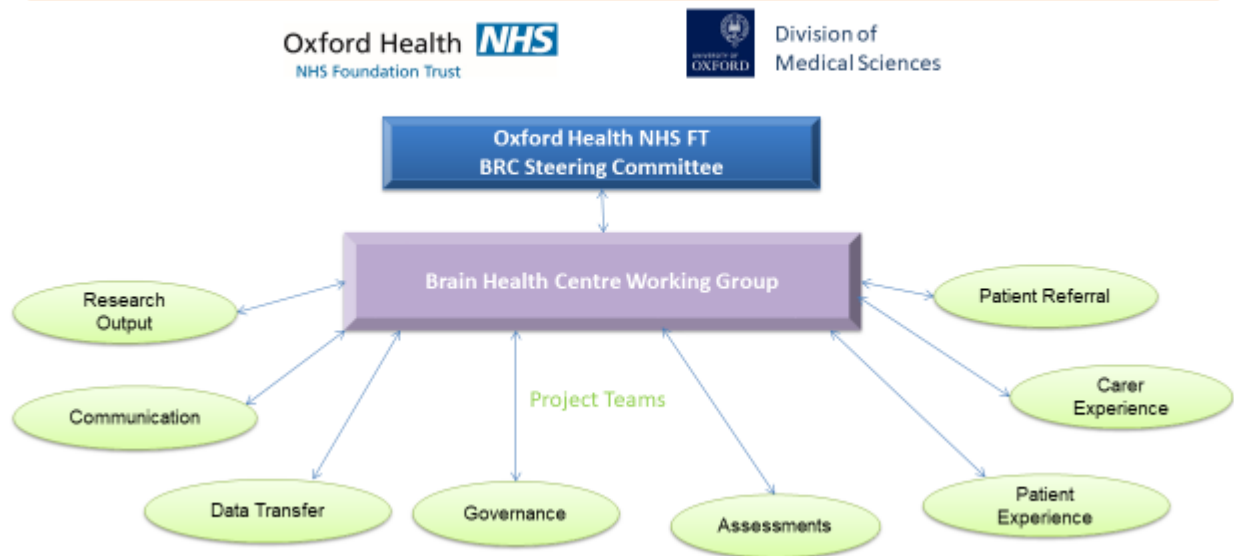
The aims of the Oxford Health BRC are:

- To bring the best science to complex problems of mental disorders and dementia: our patients need and deserve the same research excellence as in other areas of healthcare.
- To use digital and other new technologies to produce scalable solutions with global application.
- To transform discovery science into new treatments and diagnostic tools, delivering precision care that is strongly informed by patient involvement, ethical and economic consideration.

The Brain Health Centre Working Group has the oversight of the setting up of the Brain Health Centre.

We are looking for patient/carers representatives to join the Working Group which will oversee the development of the centre and all the project areas. The working group will meet on a bi-monthly basis. Additional meetings may be convened if there is business that requires urgent attention. The working group reports into the BRC Steering Committee:

Brain Health Centre Pilot Governance Structure



Your responsibilities:

- To attend at least 6 meetings each year*;
- To prepare for meetings by reviewing the paperwork provided in advance;
- To offer your perspective - either as a patient or carer - 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 [Oxford Centre for Human Brain Activity](#), usually at 10:00-11:30, on Friday mornings. Dates to be confirmed, but are possible as follows for 2018:

- Ideally attend focus group end of June/Early July.
- 20th July
- 17th August
- 7th September
- 21st September
- Meeting and Centre launch in September TBC
- December
- Feb
- Review Meeting in May

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; time outside of the meeting to discuss topics to enable you to contribute in the meetings.
- To provide the paperwork at least 5 working days in advance of each meeting, and Draft Minutes 10 working days 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. This will be reviewed with input from the Patients and Research (PAR) Group once the PPI Strategy has been developed.

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): 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 • Has experience of working at professional level e.g. in business, academia, teaching, health sector
Knowledge	<ul style="list-style-type: none"> • Understanding of the range of difficulties experienced by people with mental health, dementia or memory problems • Appreciation of management issues related to developing services including staff, resources and budgets
Skills	<ul style="list-style-type: none"> • Is able to contribute to the strategic direction of the BHC
Personal qualities	<ul style="list-style-type: none"> • Is comfortable contributing to high-level discussions
Other	<ul style="list-style-type: none"> • Lives in Oxfordshire or Buckinghamshire

Contact details and how to apply:

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 to:

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

The deadline for submitting your Expression of Interest is **17 July 2018**, but we encourage you to get in touch as soon as possible if you are interested.

We may wish to arrange to speak with you on the phone after receiving your Expression of Interest.