

**National Institute of Academic Anaesthesia (NIAA) Health Services Research Centre (HSRC)
Patient, Carer & Public Involvement & Engagement (PCPIE) Working Group**

**JOB DESCRIPTION & PERSON SPECIFICATION
PCPIE WORKING GROUP DEPUTY CHAIR**

Post Title: PCPIE Working Group Deputy Chair

Responsible to: Professionally responsible to the Health Services Research Centre (HSRC) Executive Management Board (EMB)

Main function

The PCPIE Working Group Deputy Chair will be responsible for supporting the Chair and providing a clinical contribution to the PCPIE working group. PCPIE provides patient, carer and public involvement and engagement to support researchers in anaesthesia and perioperative medicine.

Specific duties and responsibilities

This will involve (but not be limited to):

- Planning and co-chairing meetings of the PCPIE Working Group (meets in London 3-4 times per year)
- Planning and co-chairing annual PCPIE Education Day (held at the RCoA)
- Providing structured feedback to researchers on requests for patient/lay input on clinical research study proposals, using a coordinated approach with the PCPIE Group Chair
- Supporting lay members of the PCPIE Working Group in developing expertise in patient, carer and public involvement and engagement in research
- Reporting on the activities of the PCPIE Working Group and attending meetings of the HSRC EMB where necessary
- Supporting and implementing the development of the HSRC's PCPIE Strategy

Term of appointment

The role of Deputy Chair is a 3-year fixed term appointment and is renewable for a further 3-year period on the agreement of the PCPIE Chair.

Remuneration

There is no direct remuneration for this role, however all reasonable expenses will be covered by the RCoA.

PERSON SPECIFICATION
PCPIE Working Group Deputy Chair

EDUCATIONAL REQUIREMENTS

Essential

- FRCA

Desirable

- Completed Master's degree or Doctorate

PROFESSIONAL/TECHNICAL AND OCCUPATIONAL TRAINING

Essential

- Consultant, Trainee, experienced Staff or Associate Specialist currently clinically active, or active within the last three years
- Experience of clinical research

Desirable

- Experience of peer-review for scientific papers
- Experience of grant reviewing
- Experience of grant committees / panels
- Experience of PPI/E work

SKILLS AND KNOWLEDGE

Essential

- Strong interpersonal and organisational skills
- Excellent oral and written communication skills
- IT skills (word processing, spreadsheet, database and presentation packages)

Desirable

- Have the necessary communication skills to chair meetings and effectively coordinate the PCPIE work stream
- Experience of conducting clinical research studies, either as part of a group or as lead investigator
- Experience or knowledge of the NIHR CRN infrastructure

PERSONAL ATTRIBUTES

Essential

- Able to commit the necessary time to complete the roles listed in the job description to a high level
- Self-motivated, enthusiastic and driven
- A team worker who can plan and achieve aims