

SINGLE CORPORATE SERVICES

RESEARCH AND DEVELOPMENT

Job title:	Public Patient Involvement (PPI) Facilitator	To be completed by HR <i>CORP RD 0035</i>
Reporting to:	Research and Development Manager	
Accountable to:	Head of Research Operations	
Pay Band:	AfC B6	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service to the Organisation.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis, and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job purpose

This is a specialist knowledge administrative role within the Portsmouth Technology Trials Unit team. The purpose of the role is to be responsible for leading on the Patient and Public Involvement (PPI) activities relating to research at Portsmouth Hospitals (PHU) and Isle of Wight (IWT) NHS Trusts. The post holder will provide a specialist role, working closely with patients, citizens and carers, research teams and other professionals to develop and deliver a PPI strategy and programme of work.

Job summary

- To lead and facilitate PPI input into research at the organisation including project reviews, engagement, communications etc.
- To liaise with regional/national strategically aligned PPI organisations and groups.
- To ensure good governance arrangements in relation to PPI undertakings for research at the organisation.
- Support the development internal research awareness (and external communications where required).

Organisational Chart



Specific Core Functions

- To lead on the development, implementation and evaluation of a strategy for research PPI at the organisation, ensuring engagement of the PPI group.
- Act as the primary contact for Trust-wide PPI activities related to research, co-ordinate all PPI work and ensure PPI is integral to every IWT/PHU sponsored research project.
- Support PPI input with locally led grant applications, working with research colleagues to write new funding applications to support PPI applications and identifying/supporting suitable PPI representatives to act as grant co-applicants.
- Use specialist engagement knowledge to provide advice to colleagues on the best approaches for engaging and involving citizens, patients and carers in research business.
- Develop processes to ensure PPI engagement within relevant Research workstreams
- Collate and evaluate feedback and information regarding the impact of PPI activities- including supporting national PRES survey.
- Work collaboratively with communications and engagement teams at the organisation to ensure a consistent approach to PPU engagement and to pro-actively communicate and promote research.
- Build and maintain a network of strategic external contacts to inform, support and collaborate on PPI activities.
- Prioritise workload to ensure that work is dealt with in a timely manner.
- Work with wider PPI networks on promoting PPI activities, developing best practice standards and sharing knowledge and innovations, developing standards/policies where necessary to ensure good PPI governance.
- Provide guidance and training on PPI (including associated policies and procedures).
- Ensure highest standards of professional conduct and observe the strictest confidence with regard to sensitive information relating to research and PPI business.
- Demonstrate attending to detail and robust record keeping.

- Undertake any other duties as may be reasonably required within the general scope of the role and to contribute to the smooth running of the department.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding and/or providing and receiving highly complex information.

Analytical and Judgement

- Judgements involving a range of facts or situations, which require analysis or comparison of a range of options.

Planning and organising

- Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Assists patients/clients/relatives during incidental contacts.

Policy and Service Development

- The post holder is responsible for the implementation of policies for a team/department and proposes policy or service changes which impact beyond own area of activity.

Financial Management

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

Management/Leadership

- Support PPI input with locally led grant applications, working with research colleagues to write new funding applications to support PPI applications and identifying/supporting suitable PPI representatives to act as grant co-applicants.

Information Resources

- The post holder will regularly use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings /diagrams using desktop publishing (DTP) or computer aided design (CAD), or (c) responsible for maintaining one or more information systems where this is a significant job responsibility.

Research and development

- Carries out research or development work as part of one or more formal research programmes or activities as a major job requirement.

Freedom to Act

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.
- Expected results are defined but the post holder decides how they are best achieved and is guided by principles and broad occupational policies or regulations. Guidance may be provided by peers or external reference points.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

Person Specification

Criteria	Essential	Desirable	<i>How criteria will be assessed</i>
Qualifications	Educated to degree level or equivalent relevant experience	• Evidence of significant NHS experience or research management experience within a health-related organisation. • Recent Good Clinical Practice (GCP) in research training.	Application and interview.

		Project management qualification of demonstrable experience.	
Experience	Experience of participating in or working with voluntary organisations and/or community groups/health organisations	- Experience in designing or developing communication materials. - Experience of working within academic and/or health service environment. - Experience of support funding applications.	Application and interview.
Knowledge	- Strong Interpersonal skills - Excellent written and verbal communication skills including presentation and report writing skills, across a range of stakeholders. - Ability to work to deadlines and manage a diverse workload with cross functional teams. - Excellent project management skills. - Ability to deliver feedback in a positive, constructive manner, skills in motivating. - Ability to organise participatory and interactive workshops and events. - Well-developed influencing skills across hierarchies and disciplines. - Confidence in making decisions when dealing with competing priorities. - Ability to work independently with minimal supervision. - Responsive and flexible attitude and approach.	- Knowledge of Good Clinical Practice Guidelines and current Trials' Regulations (EU Directive Clinical Trials). - Critical appraisal and analytical skills for interpreting qualitative and quantitative information. - A high level of numeracy with the ability to interpret statistical and epidemiological data. - Knowledge of PPI and its role in the NHS. - Knowledge of purpose and role of medical research.	Application and interview.

	• Excellent working knowledge of using Microsoft Office suite (Word, Excel & PowerPoint) comparable computer packages. • Excellent working knowledge of using the internet. • Demonstrates leadership qualities.		
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Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all times; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.

- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adult's policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.