



**WARC Lay Expert Panel**

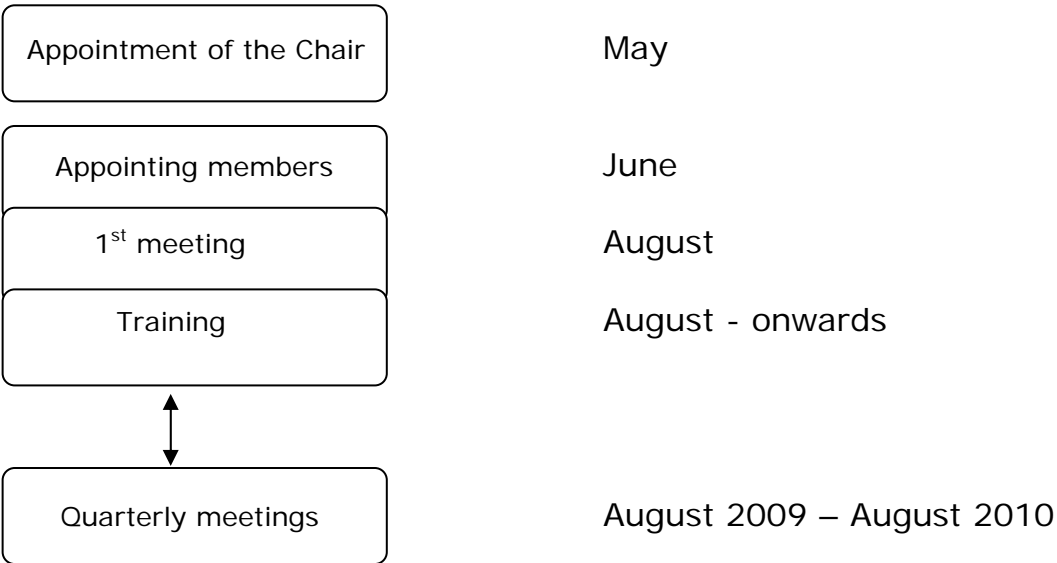
We are aiming to appoint five lay expert members and a Chair to constitute the WARC Lay Expert Panel, and contribute to the research process giving advice from the perspective of people who have (personal or professional) experience of alcohol use disorders.

We wish to appoint the Chairperson first, who will then be actively involved in the selection of other members. The term of office for all the members will be for one year in the first instance but can be extended beyond this period.

Further information on the panel and the people we are looking for is enclosed. If you think you might be interested please email us soon on [warc@soton.ac.uk](mailto:warc@soton.ac.uk) or phone 023 8082 5545 for more information.

All applications for the Chairperson post need to be with us by **31 April 2009**, and to be a panel member by **14<sup>th</sup> May**.

**The WARC Lay Expert Panel planner for 2009 - onwards**





## **Patient & Public Involvement in Research**

### **What is it all about?**

The Wessex Alcohol Research Collaborative (WARC at [www.warc.soton.ac.uk](http://www.warc.soton.ac.uk)) is a University of Southampton initiative to develop a regional alcohol research network. As part of promoting excellence in alcohol research, WARC's mission is to encourage the involvement of people with an understanding of the impact of alcohol problems (lay experts) to help shape the research agenda. Therefore, a Lay Expert Panel is being launched as part of WARC in collaboration with the South Central Research Design Service.

### **Why we need your help?**

We need a Chairperson and five members to form a panel to contribute to the research process giving advice from the perspective of lay members who have experience of alcohol use disorders either through personal experience (self, family, colleagues, or friends) or professionally.

### **What are we asking you to do?**

The panel's role is to advise on research projects. You will contribute to the design of research plans, and feedback on how and why studies are being carried out, with particular emphasis on the welfare of the potential research participants. Members of the WARC lay expert panel will be selected on the basis of their experience in this area.

### **What is your commitment?**

Participation is on a voluntary basis. It is difficult to say exactly how much time the panel will take up as this will depend on the number of research projects active at any one time. However, we anticipate that being a member of the panel will involve attending four meetings a year to discuss the projects, and approximately an hour per month to review proposals.

## **How can we help you?**

Travel expenses of up to £20 per meeting will be reimbursed. Members will be offered £12 to attend each meeting and another £12 a month for the time spent reviewing projects (total £192 per member per year).

## **Training**

Depending on the skills of individual members, training (if needed) will be provided on:

- Team building and working as a group
- Understanding committee work
- The role of NHS research ethics committees
- Research process and methods
- Presentation skills

Other courses can be offered to fill training gaps identified by individual members of the group.

## **Support**

Members of the panel can expect the support of the whole WARC team. Your initial point of contact would be Dr Julia Sinclair or Dr Bina Nausheen via [warc@soton.ac.uk](mailto:warc@soton.ac.uk)

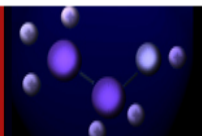
We plan to offer a mentoring scheme with lay members from the Research Design Service.

All training documents and helpful hints sheet will be made available on the WARC website.

## **What's in it for you?**

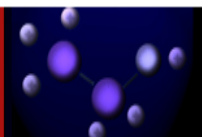
You get to:

- Have your say and influence the outcome of alcohol-related research, making sure the research makes a useful contribution
- See the impact of your contribution in the final results of research studies
- Make sure money spent on research is spent well
- Help services and treatments for alcohol use disorders to improve and be patient centred
- Improve your skill base
- Receive training and mentoring



Person Specification - Chairperson for WARC Lay Expert Panel

<b>Factor</b>	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
<b>Qualifications &amp; experience</b>	<ul style="list-style-type: none"> <li>• Ability to read, write and communicate in English</li> <li>• Competency in IT skills (documents, e-mails)</li> <li>• Experience of managing or chairing a group/team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of handling expenses</li> </ul>
<b>Special Skills</b>	<ul style="list-style-type: none"> <li>• A firm commitment to attending and participating in WARC Lay Expert Panel meetings and contributing to group discussions</li> <li>• Reading and reviewing relevant material and contributing to research proposals or outlines as required</li> <li>• Ability to comment on the quality and usefulness of proposals and research findings</li> <li>• Time management: attending meetings, reading proposals and helping the group to meet deadlines</li> </ul>	
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of alcohol use disorders either through personal experience (self, family, colleagues, or friends) or professionally</li> <li>• Understanding or experience of research in health or social care</li> </ul>	<ul style="list-style-type: none"> <li>• Keen interest in community and national health and welfare</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Being sensitive to facilitating differing views</li> <li>• Ability to listen to others and express own views in discussion</li> <li>• Respecting confidentiality of the WARC Lay Expert Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to ask common sense questions</li> <li>• Willingness to learn new technologies and skills</li> </ul>



Person Specification - Members of WARC Lay Expert Panel

Factor	Essential Attributes	Desirable Attributes
<b>Qualifications &amp; experience</b>	<ul style="list-style-type: none"> <li>• Ability to read, write and communicate in English</li> <li>• Competency in IT skills (documents, e-mails)</li> </ul>	<ul style="list-style-type: none"> <li>• Previous or current experience of membership of a network/group</li> </ul>
<b>Special Skills</b>	<ul style="list-style-type: none"> <li>• A firm commitment to attending and participating in WARC Lay Expert Panel meetings and contributing to group discussions</li> <li>• Reading and reviewing relevant material and contributing to research proposals or outlines as required</li> <li>• Ability to comment on the quality and usefulness of proposals and research findings</li> <li>• Time management: attending meetings, reading proposals and helping the group to meet deadlines</li> </ul>	
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