



Swansea
University
Prifysgol
Abertawe

Medical School
Ysgol Feddygaeth

Swansea Diabetes Research Group

Public Reference Panel

Role Description

Background

The Swansea Diabetes Research Group (DRG) is a multi-disciplinary group based at Swansea University consisting of diabetes researchers, lecturers, clinicians, laboratory and support staff. The work undertaken by the group aims to address the important social and health care needs in diabetes by undertaking a comprehensive research programme designed to advance therapeutic strategies for prevention, treatment and self-management of diabetes.

The DRG has good links with health and social care services, universities, Health and Care Research Wales, industry and the third sector. The DRG also facilitates an established Public Reference Panel made up of people living with diabetes. Public Involvement is a key component in our research; lived experience is essential to diabetes research and provides valuable perspectives on the way that diabetes research is developed.

The Reference Panel

The Swansea Diabetes Research Group Public Reference Panel provides a forum for patients and members of the public to be involved in the work of the DRG and help ensure the quality and success of diabetes research across Wales. In particular, the Reference Panel will provide a lay opinion on research design and implementation, provide support for disseminating research findings and contribute to the programme of public engagement activities and awareness raising.

Role of the Public Contributor within the Swansea Diabetes Research Group

Main role responsibilities

Public contributors agree to contribute to the activities of the Swansea Diabetes Research Group by:

- Conducting reviews of research documents to support the development of diabetes research.

- Where applicable attending research project meetings or by telephone / video conference call.
- Providing opinions on Swansea DRG public engagement activities and any publicity materials relating to diabetes research or the DRG.
- Providing opinions on research proposals by email, post or telephone. This work may also involve face to face meetings at Swansea University.
- Contributing to any evaluations of the Public Contributor role and the activities of the Reference Panel.
- Acting as an Advocate for the group.
- Contributing to the development of strategies for the group.
- Attending an annual meeting of the Public Reference Panel in person or participating by telephone.
- Preparing for meetings by reading meeting papers in advance, contributing to discussions on the design of diabetes research studies, study recruitment, raising awareness of research and disseminating research findings.

Helpful experience and attributes

- An awareness of the problems that people with diabetes may face.
- An interest in and willingness to learn about the role of health research.
- Committee experience, links with other patient/public representative groups.
- Willingness to familiarise with research and medical language.
- Willingness to keep up to date with current diabetes research issues.
- Good communication and team-working skills, including the ability to listen and take part in constructive debate, to present views clearly and in brief and to respect views expressed by others.

Payment

The role of Public Contributor with the Swansea DRG is voluntary. However, we can offer payment for involvement with meetings in line with the Health and Care Research Wales [guidelines](#). Travel expenses are also available in line with Swansea University guidelines. For further information please contact **Moira Morgan, Engagement Manager either by email M.E.Morgan@Swansea.ac.uk or phone 01792 604935** .

Training and support

- Public Contributors will be supported by the DRG Engagement Manager who they can contact for advice on involvement and training needs.
- Training will be provided on a panel wide basis as necessary and can be suggested by members of the Reference Panel or DRG staff.
- A website members' area will be provided for panel members to access research documents remotely.
- A moderated members' discussion board will be provided for panel members to post messages and share information.

- Named staff members are available for support and advice.

Duration of Role

The role of Public Contributor will be for a period of 12 months in the first instance. The opportunity for a further term will be advised before the end of the period. As this is a voluntary role, a contributor may choose to leave the role at any time.

Confidentiality

In the course of their involvement with the Swansea DRG, members may be in receipt of confidential or commercially sensitive information relating to proposed research projects. Reference Panel members shall hold such information in strictest confidence at all times and shall not, without prior written consent of the researcher concerned, disclose or make use of the confidential or commercially sensitive information other than for the purpose it was provided.

Declaration of interests

All Public Contributors are required to declare if they have any interests that might be in conflict with the work of the Swansea DRG. A conflict of interest does not stop you from being involved with the Group, however it may mean that you cannot take part in any discussions or decisions made on a project/issue where you have a conflict of interests.

Review

This role description will be reviewed annually by members of the Swansea DRG Cymru Reference Panel.