

Public Reference Panel

Role Description

Background

The Diabetes Research Unit Cymru (DRU Cymru) is funded by Welsh Government through Health and Care Research Wales. Following on from the work of the Diabetes Research Network Wales, DRU Cymru aims to address the important social and health care needs in diabetes by undertaking and supporting a comprehensive research programme designed to advance therapeutic strategies for prevention, treatment and self-management of diabetes.

The Reference Panel

The DRU Cymru Reference Panel will provide a forum for patients and members of the public to be involved in the work of the DRU Cymru, 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 DRU Cymru

All Public Contributors working with the DRU Cymru will be members of the Reference Panel which will meet up to 3 times a year. In addition, Public Contributors will also have the option of working with one of the seven Research Development Groups, helping to prioritise research needs and develop research proposals or with the Unit Executive Group.

Main role responsibilities

Public contributors agree to contribute to the activities of the DRU Cymru by:

- Attending meetings of the Reference Panel with researchers and Unit staff up to three times a year. There will also be the requirement to prepare for meetings by reading meeting papers in advance and to contribute to discussions on the design of diabetes research studies, study recruitment, raising awareness of research and disseminating research findings.
- Providing opinions on DRU Cymru plans for public engagement activities and any publicity materials relating to diabetes research or the DRU Cymru.

- In-between meetings, working with specific Research Development Groups, providing opinions on research proposals by email, post or telephone. This work may also involve face to face meetings.
- Contributing to any evaluations of the Public Contributor role and the activities of the Reference Panel.
- Acting as an Advocate for the Unit
- Contributing to the development of strategies for the Unit

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 DRU Cymru is voluntary. However, DRU Cymru can offer payment for involvement with meetings in line with Involving People guidelines ([Involving People](#)). Travel expenses are also available in line with Swansea University guidelines. For further information please contact **Sharon Parsons, Deputy Operational Manager, DRU Cymru either by email S.N.Parsons@Swansea.ac.uk or phone 01792 606721** .

Training and support

- Public Contributors will be supported by the Unit PPIE Lead 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 DRU Cymru staff.

Duration of Role

The role of Public Contributor will usually be for a period of 2 years in the first instance. After this time the contributor may be reappointed for a further period of up to 2 years. 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 DRU Cymru, 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 DRU Cymru. A conflict of interest does not stop you from being involved with the Unit. However it does 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 every 2 years by members of the DRU Cymru Reference Panel.

