



Scientific Committee Member – Lay Member

Voluntary post

The Nuffield Department of Primary Care Health Sciences (NDPCHS) has developed a co-ordinated approvals process for accessing departmental data resources. This includes applications to use primary care research datasets, and for the re-use and re-analysis of existing Departmental Trials, Cohorts or other studies.

Primary Care Hosted Research Datasets Independent Scientific Committee (PrimDISC) is an independent committee and includes two to three members of the public.

Lay representatives are key members of the PrimDISC who help ensure that the interests of patients and the public remain at the heart of discussions and decisions. They may have different experience or expertise to clinical or academic members of the committee but have equal importance.

Applications are invited to become Lay Members of PrimDISC. The committee is chaired by Dr Nerys Astbury to assess and advise on the scientific merit of research applications to access the primary care datasets. All reviews and meetings will be carried out remotely.

All committee members will:

- Follow the PrimDISC Terms of Reference
- Follow the criteria and principles set out by the NDPCHS Research Committee in assessing and advising on research applications to access NDPCHS databases.

Your role and commitment:

- Considering research applications to access NDPCHS databases, as one of two or more independent reviewers, before further discussion with other reviewers and/or the committee
- Carrying out independent review of one to two applications to access NDPCHS databases per month
- Considering applications to access NDPCHS databases as a committee, via videoconference, and email
- Attending (remotely) a monthly PrimDISC meeting of 1.5 hours (10 times per year)
- Using their professional and personal experience, particularly as a member of the public or as a patient to advise the NDPCHS research team on clinical, scientific and research issues and processes relating to research applications

Your skills and experiences

Essential:

- Have a strong personal commitment to the interests of patients and the public whose health records are the subject of research applications
- Have a strong personal commitment to ensuring a minimum scientific standard for research

The Nuffield Department of Primary Care Health Sciences is part of the NIHR School for

Primary Care Research. Head of Department: Professor Richard Hobbs FRCGP FRCP FESC FMedSci



- Be able to read, understand and analyse complex issues from research applications and weigh up conflicting opinions
- Be able to take an objective stance, looking at a situation from different perspectives
- Be a good communicator with a practical approach and the confidence to voice your opinions. Be able to discuss issues with people who may not agree with you including being able to influence and listen to the views of others from a range of backgrounds
- Be able to demonstrate an ability to contribute to the work of PrimDISC.
- Understand the requirement for confidentiality
- Be IT literate to allow work to be carried out electronically. It is essential for members to have access to a computer, laptop or tablet in order to be able to review applications and amendments electronically by email

We will support you by:

- Covering all expenses and financially compensating you for each application reviewed and all meetings attended using the rates suggested by the Centre for Engagement and Dissemination (CED)

[NIHR public contributor payment policy](#) / [Payment guidance for members of the public considering involvement in research \(nih.ac.uk\)](#)

- Providing you with a member of the team as your key contact for any queries
- Providing materials for meetings at least 10 days before the meeting (in audio if required)

We are committed to equality and diversity and welcome people from all backgrounds to apply for this role. Your application will be judged solely against your ability to meet the selection criteria and you will not be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We are able to make reasonable adjustments in the case of disability, and also welcome applicants who may need *guidance (or instruction)* in some areas

How to apply

- email your CV to: primdisc@phc.ox.ac.uk
- with a covering letter describing
 - why you are interested in the role
 - what you feel you will bring to it

The initial term is for two years.

The closing date for applications is **Saturday 31st July 2024**

Provisional date for interviews is **Thursday 12th September 2024 via MS Teams**

If you would like to have an informal chat about this opportunity please call Nerys Astbury on 01865 617 871 or email nerys.astbury@phc.ox.ac.uk

The position is a non-funded voluntary position and you will not be employed by the University of Oxford.