# Therapeutics and Palliative Care Directorate Patient Panel

# Terms of Reference

**Background**

The Therapeutics and Palliative Care Directorate Patient Panel brings together patients and carers from the local area to get involved in our research. Research can improve our knowledge and lead to changes to how we deliver our services. We want to work with patients and carers to ensure that the services we provide are based on best practice.

**Purpose / role of the group:**

The Therapeutics and Palliative Care Patient Panel communicate on a regular basis (monthly via email and quarterly face to face meetings) to discuss and review proposed, registered and ongoing research projects being undertaken by clinical researchers.

**The aims of the Patient Panel are to:**

* To provide input from patients and carers to research projects
* To talk about the ethical issues in our research
* Help suggest ideas for new research areas
* Help us to prioritise our research
* Comment on applications for funding to support research ideas
* Comment on patient information sheets
* Help write lay summaries for research proposals
* Advise on how best to help recruit volunteers to take part in studies
* Advise us on ways of sharing results
* Assist in raising awareness of research to staff and public
* Comment on the Directorate’s research strategy
* Help us develop links with local consumer research groups and patient and carer support organisations

**Membership:**

The Therapeutics and Palliative Care Directorate Patient Panel welcomes membership from a variety of backgrounds, united by the common goal to achieve the best possible outcomes for our patients by ensuring what we do is based on best practice. It is open to patients, public and Health Care Professional’s interested in diagnostic and therapeutic research.

We would like the Panel to include a range of participants, some who attend meetings and others who contribute remotely without the need for travel to Sheffield for our quarterly meetings. All they need is access to email and an enthusiasm to get involved. There are no restrictions on numbers to the group or length of voluntary membership. Members are asked to complete a full application form and also to provide references to support their application. After you become a member you will be asked to sign a confidentiality agreement.

**Meetings:**

The Panel meets every three months in Sheffield at one of the NHS Teaching Hospitals. The chair and Carolyn Taylor will organise these meetings and researchers can apply to have their projects reviewed at the meeting, or issues to be placed onto the agenda. Agenda items for the meeting and other relevant paperwork will be circulated via email prior to the meeting and made available for individuals at the meeting.

The group taking into consideration individual’s opinions will make decisions. Sub-groups maybe convened with agreement of the group to work on projects outside of the meeting times.

Non-members of the meeting will be invited to present their research or give a talk as relevant. Carolyn Taylor is the main point of contact for the meeting. The chair and 4 other members of the Panel need to be present, if there is less than this to attend the meeting, the meeting will be rearranged for an alternative date.

**Carolyn Taylor**

Patient and Public Co-ordinator

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