

Role Description for PPI Airwave Advisory Group Member

1. Background

The Airwave Tissue Bank is an epidemiological study of police officers and staff in Britain. It was established in 2004 to investigate possible long-term health effects associated with use of TETRA, the personal radio system used by the police service. This unique and valuable set of research data and samples is now supporting broader research into common diseases affecting this well-defined occupational group.

The aim of the Patient and Public Involvement (PPI) Airwave Advisory Group is to increase the quality of our research to ensure the views of study members are taken into account and that it is relevant to the those taking part in the study and the public. The Airwave Advisory Group will assist, support and advise researchers and act as a ‘critical friend’ on how best we can improve the research.

2. Your responsibilities:

- A. The Airwave Advisory Group intends to meet approximately twice a year Attendance at meetings is voluntary but members must be committed to attending meetings and responding to correspondence.
- B. The initial term of membership is for 2 years from appointment.
- C. During meetings/activities you will be required to offer a participant perspective on topics such as: development of research ideas; ways of carrying out the research (including data collection e.g., questionnaires); and putting the research findings into practice.
- D. If you cannot attend a meeting, you are expected to contribute via e-mail where possible.
- E. You may be asked to provide advice via email between meetings.
- F. To contact us between meetings if required.
- G. If required, prepare for meetings by reading any paperwork provided to you in advance.
- H. Keep confidential any information which you are asked to or which is marked as “Confidential”.
- I. To agree a Terms of Reference (if required) with the other Airwave Advisory Group members which you will follow.
- J. Examples of tasks which you may be asked to do are as follows:
 - **Commenting/advising** on PPI plans in research projects or suggesting PPI plans where there are none.
 - **Designing and commenting** on research materials such as drafts, research protocols, research funding applications, questionnaires, patient information sheets and consent forms including the use of lay language.

- **Identifying and facilitating ways** that members of the study are involved in research e.g., developing research tools and information, gathering and reviewing documentary evidence, analysing and interpreting the results of research.
- **Supporting researchers** to evaluate the impact of patient and public involvement, i.e., recording short and long term impacts from your perspective, supporting the establishment of monitoring and evaluating PPI and public engagement mechanisms in research.
- **Advising on ways to increase participation** in study visits or activities

3. Person specification

- Be able to work as part of a team.
- Have a friendly and approachable manner.
- Be reliable and trustworthy.
- Respect others' views.
- Have good communication skills.
- Be honest and have integrity.
- Be comfortable speaking in front of others.
- IT skills – using email, managing meeting papers, reviewing and commenting on documents online. However, if a Airwave Advisory Group member does not have these skills, it is possible that other arrangements can be made for communication and dissemination of papers.
- It is essential that you are a member of the Airwave Study cohort, and by default are or have been a police officer or police staff

4. Our responsibilities

- A. To provide training – when you join the PPI Airwave Advisory Group we will ask you about your experience of research and discuss what training and support we can offer you.
- B. To provide support – you will be able to call or email the contact listed below if you have any questions.
- C. To keep you updated - you may be invited to attend Airwave Study events – to keep you up-to-date on the research happening in our team. Attendance is completely voluntary and your travel expenses will be reimbursed.
- D. To send you meeting agendas and any required reading for an Airwave Advisory Group meeting at least one week in advance.
- E. To process your expense claims and recompense you for your time within a reasonable time.
- F. To provide minutes of Airwave Advisory Group meetings as soon as possible after each meeting.
- G. To answer questions personally in confidence or at the Airwave Advisory Group meetings.

- H. To provide regular feedback on the changes made as a result of the Airwave Advisory Group feedback.

5. Remuneration

- 5.1 You will be offered payment for your time and contribution attending meetings and completing assigned tasks (paid at typical rate of £25/hr). Costs are calculated following NIHR guidelines (Version 4.0 September 2022) and includes a contribution of £5 towards Wi-Fi/data if you wish. More information can be found here: <https://www.nihr.ac.uk/documents/nihr-public-contributor-payment-policy/31626>
- 5.2 You will be sent a payment form (after meetings/activities) for payments to be processed with instructions on how to complete this. You will need a bank account to receive these payments. Please let us know if you do not have one. If you have any issues receiving payment, please contact the Airwave study team

For further details please contact:

Research team name/Department: Airwave Study Team, Department of Epidemiology and Biostatistics

Email: airwave@imperial.ac.uk

Webpage: <https://police-health.org.uk/>