

NIHR CLAHRC NWC

Advisory Panel

Integrated Care Through Multidisciplinary Teams Rapid Review

(The rapid review noted above has been commissioned to support and inform the CLAHRC NWC Partner Priority Programme)

Frequently Asked Questions

Please read in conjunction with the [eshot/advert](#), role description and expression of interest form.

Q1. What is the purpose of the Panel?

A1. The Purpose of the Panel is to involve members of the public and CLAHRC NWC Partner staff in a consultative and advisory capacity within the above named review, allowing Panel members to shape our work and ensure that the review we produce is fit for purpose.

Q2. Why convene a Panel?

A2. By convening the Panel our aims are:

- a) To seek guidance from Partners and Public about the processes and outcomes of the review.
- b) To support the Evidence Synthesis Theme to evaluate the rapid review against the Health Inequalities Assessment Toolkit (HIAT) and provide advice on how this might shape the review.
- c) To enable two-way learning between Partners, Public and Theme staff around the processes and outcomes involved in the review.
- d) To enable Partners, Public and Theme staff to disseminate the findings of the review.

Q3. What are the benefits of taking part in the Panel?

A3. The Advisory Panel will work as part of a team of academics, public representatives and healthcare practitioners to shape decisions and inform a rapid systematic review of the evidence. As such it is envisaged that through experiential learning and peer support the Panel will develop a shared understanding of the processes and issues involved in: systematic reviewing, health inequalities, developing evidence-based practice and collaborative working. They will, through reading and discussion, gain knowledge of the review topic which explores integrated models of care that utilise multidisciplinary teamwork. Panel members will have the opportunity to support Theme staff in evaluating the 'Advisory Panel' approach. They will also be supported to disseminate the review findings and will be acknowledged within any arising publications that are linked to the Integrated Care Through Multidisciplinary Teams Review.

Q4. Who can join the Panel?

A4. The panel will comprise of eight members as follows: Evidence Synthesis Theme staff Professor Andrew Clegg and Lesley Harper; a maximum of two members of the public; and four healthcare practitioners employed by CLAHRC NWC partner organisations.

As a guide for healthcare practitioners a list of partners can be found here <http://www.clahrc-nwc.nihr.ac.uk/locations.php> . If your organisation does not appear on the list and you wish to be considered for the Panel, please contact Lesley Harper on l.harper@liverpool.ac.uk

Q5. What will I be required to do?

A5. Panel members will be required to:

- a) attend a briefing about the role of the advisory panel and the processes involved in the rapid review.
- b) support the Evidence Synthesis Theme in evaluating the rapid review against the Health Inequalities Assessment Toolkit (HIAT) and provide advice on how this might shape the review.
- c) comment on the protocol for the current review and support the Evidence Synthesis Theme in evaluating the impacts and outcomes of the review.
- d) read a draft of the review, providing comments and advice regarding its readability, completeness, and interpretation.
- e) with support from the Evidence Synthesis Theme's staff, disseminate the review findings during the Partner Priority Programme workshops.
- f) support the Evidence Synthesis Theme in evaluating the impacts and outcomes of the Advisory Panel approach.

Q6. How will I be supported to undertake my duties?

A6. The Evidence Synthesis Theme staff (Andrew Clegg, Lesley Harper and Jenny Edwards) will support your learning and development throughout the process. Meeting one will include a briefing session to cover the basics and you will also be sent papers for reading and instruction notes on what to look for. In order to disseminate the review findings the Panel will create a powerpoint and give a talk at two workshops supported by the Evidence Synthesis Theme.

Public and patient representatives will also be entitled to join the CLAHRC NWC Public Reference Panel and to receive induction support from the CLAHRC NWC Public Engagement Theme.

Q7. How much time do I need and how long will it take?

A7. It is envisaged that the Panel will be convened for four months from December 2016 to March 2017. During this time Panel members will be required for 5.5 days as follows:

Item	Time Allocation
Attendance at meetings	4 x half days
Reading and preparation work	3 x half days
Attendance at workshops to disseminate findings	2 x half days
Preparation for workshop dissemination	2 x half days

Q8. What are the dates?**A8.**

Item	Date
Deadline for applicants	25 th November
Applicants informed	29 th November
Panel Meeting 1 (and Panel briefing)	7 th December 9.30 am – 1.00 pm
Panel Meeting 2	10 th January 9.30 am – 1.00 pm
Dissemination of preliminary review findings at workshop	18 th January 9.30 am – 1.00 pm
Panel Meeting 3	7 th February 9.30 am – 1 pm
Workshop 4 dissemination of findings	22 nd February
Panel Meeting 4 (evaluation and close)	28 th March 9.30 am – 1 pm

Q9. Is there any funding to support my membership of the Panel?

A9. Public members can access funding to support their attendance please see our payment policy <http://www.clahrc-nwc.nihr.ac.uk:7080/be-involved/payments.php> .

Refreshments for meetings and workshops will be provided.

Q10. What are the entry criteria?

A10.

- Panel members are required from both groups: (a) members of the public who have experience of multidisciplinary healthcare teams as patients, parents or carers; and (b) employees of CLAHRC NWC Partner organisations.
- Public/patient representatives should ideally reside within the North West Coast of England and be willing to represent their local public or patient groups.
- Panel members must be eligible to work within the UK.
- Preference will go to those who can attend all scheduled dates (see table above).
- In addition to attendance at scheduled meetings, Panel members are required to undertake the necessary preparatory work that will include reading, raising questions and contributing your views.
- Prior knowledge of systematic reviewing, or integrated models of care, or multidisciplinary working is not essential but would be a distinct advantage.
- Prior signed consent from line managers and employers is required as a part of the application process (where appropriate).
- The Advisory Panel will be limited to six members and places will be allocated on a best fit, first come, first served basis.

Q11. How do I apply?

A11. Step 1 - submit your expression of interest form to Jenny Edwards, Theme Administrator at JEdwards16@uclan.ac.uk by 4pm on Friday 25th November 2016.

Step 2 - Professor Andrew Clegg and Lesley Harper will consider your application against the criteria outlined above.

Step 3 - you will be informed in writing of the outcome by 29th November 2016.

Q.12. Who do I contact for more information?

A12

- For an informal conversation about the Panel or further questions, contact Lesley Harper, Senior Research Fellow (CPD) at l.harper@liverpool.ac.uk
- To check if your application has been received, or if you have questions about dates, contact Jenny Edwards, Theme Administrator at JEdwards16@uclan.ac.uk