



Public Involvement Heart Manual (PIHM) group Member Responsibilities

Personal attributes:

- ♥ Able to work as part of a team.
- ♥ Have a friendly and approachable manner.
- ♥ Have experience of heart disease, either as someone who has any form of the condition, or as a carer.
- ♥ Be reliable and trustworthy.

Public Involvement Meetings:

- ♥ Go to group meetings held 3 times a year depending on the needs of the Heart Manual Dept.
- ♥ A member of the PIHM group may be asked to represent the views of the group at the Heart Manual Board meeting on an annual basis.
- ♥ You may also be contacted at other times to be asked for advice about matters relating to ongoing projects within the Heart Manual Dept.

During group meetings:

- ♥ You may be required to offer a patient/carer perspective on future research projects, the development of our Heart Manual programmes, and/or introduction of new products and resources. This may involve small research projects.
- ♥ Treat group members with respect and dignity and follow ground rules set by the group.
- ♥ Ask questions and ask for clarification if you don't understand anything.

Deal with associated paperwork of the PIHM group:

- ♥ You may need to read some paperwork before meetings.
- ♥ You'll get a chance to comment on any paperwork/ proposed changes to the HM programmes produced by the Heart Manual Dept.

Heart Manual Team responsibilities:

- ♥ Be prepared to address issues/concerns in confidence, or answer questions relating to the work of the group.
- ♥ Give administrative support to the group.
- ♥ Offer training and support as required/identified by group members.
- ♥ Lead/chair the group in the first instance.