



## Public Involvement Heart Manual (PIHM) Group Terms of Reference

### 1. Aims

- To involve the public in developing and evaluating the Heart Manual (HM) resources.
- To use the experience of patients, carers and professionals to maintain the high quality of the HM programmes.
- To encourage public involvement and participation in research projects aimed at developing and evaluating innovation. To encourage public consultation - and evaluate how well it works.

### 2. Membership

- **Chair:** Kaitlyn Young (KY)
- **Core membership:** HM team; Louise Taylor (LT), Carolyn Deighan (CD), Emma Parr (EP) and HM administrative staff. There are currently six patient and healthcare professional representatives.
- **Wider membership** (Reference group): maintain a pool of former patients/carers who have agreed to be contacted and who can choose to be involved in projects. Various levels of involvement are possible reflecting the flexible nature of the group. (see “Expression of Interest” form)
- **Service Term:** A term will usually be two years, but membership will be reviewed annually. Group meetings will have an open membership to take account of changes to the work agenda/organisational changes/personal and family commitments.

### 3. Meetings

The group will hold roughly 3 meetings a year, but will be determined by the demands of the HM Dept. Normally held within working hours, and organised by the HM Dept. At least 2 meetings will be in person, at an agreed venue. We'll consult online and by e-mail. We may use telephone/video conferencing depending on availability. Our HM Dept. administrator will distribute notice of meetings and agendas in advance of the meetings by e mail.



The format will be informal and include group discussion. We may invite non-members/guest speakers to share expertise/experience if we consider it relevant to the group as a whole or to a particular project.

Sharing of information and resources: We all need to maintain confidentiality due to the nature of some of the projects e.g. when we're developing new resource material. We may ask group members to sign a confidentiality agreement. We may seek additional member consent for specific projects.

#### **4. Reporting and Governance**

Overall responsibility: LT (HM lead) Minutes will be taken at the meetings by a member of the Heart Manual Dept. team. In certain cases, meetings may be audio-recorded (with permission of attendees) and minutes drawn up retrospectively. Copies of the minutes will be circulated to the group members by e mail and made available to the HM Management Group as required.

#### **5. Review**

The terms of reference, scope of the group and relevance and value of its work will review and agreed by the group as appropriate. The HM Dept. will review agreed outcomes on a regular basis and reserves the right to terminate the group.

#### **6. Definition of terms**

By “**public**” we mean:

- Patients; current, former, potential
- People who provide care or support on an informal (i.e. unpaid) basis
- People who use health and social care services
- Members of the public and communities who might be targeted by health promotion, public health and social care
- Organisations that represent people who use health and social care services

By “**involvement**” we mean:

- Making an active contribution by working collaboratively with the Heart Manual Department in small research and other projects/ resource development. Public



involvement in research is often defined as doing research “with” or “by” the public, rather than “to” or “for” the public