

# MLTC CNC Public Contributor Role Description

## 1. Background

The Multiple Long-Term Conditions (MLTC) Cross-NIHR Collaboration (CNC) has been established to bring together different parts of [The National Institute for Health and Social Care Research \(NIHR\)](#), to work together to tackle the MLTC research questions that could not be achieved without their shared expertise. The MLTC CNC is a partnership between [The National Institute for Health and Social Care Research \(NIHR\)](#), [NIHR Newcastle Biomedical Research Centre \(BRC\)](#) and [NIHR Applied Research Centre \(ARC\) East Midlands](#).

We have put together four teams to focus on key areas of MLTC research:

- Interventions and Prevention Workstream
- Methodologies Workstream
- Models of Care Workstream
- Health Inequalities Cross-Cutting Group

We use NIHR definitions of Patient and Public Involvement, Engagement and Participation; that is research being carried out 'with' or 'by' members of the public rather than 'to', 'about' or 'for' them.

- **Involvement** – where members of the public are actively involved in research projects and in research organisations.
- **Engagement** – where information and knowledge about research is provided and disseminated.
- **Participation** – where people take part in a research study.

The MLTC CNC's vision is for Patient and Public Involvement and Engagement (PPIE) to be included in all stages of our research activity. The involvement of public contributors, who bring diverse perspectives and lived experiences, means the research meets patient need and maximises its quality, value and impact.

## 2. CNC PPIE

The CNC is committed to embedding Patient and Public Involvement and Engagement (PPIE) across its activities to ensure our research includes the lived experience of patients and the public. Our approach is shaped by the [UK Standards for Public Involvement in Research](#).

We have created this description to provide clarity on the roles of the public contributors and once appointed, we ask all our group members to agree to Terms of Reference which outline what we expect of members and what members can expect of the MLTC CNC and the Methodologies Workstream.

### 3. The role

You will be a member the Methodologies Workstream working alongside academic members carrying out research. Two researchers co-lead the group, which includes setting meeting times and the main objectives. You will be asked for your input in planning and delivering research activities at meetings and via email. You will contribute your perspective and lived experience as someone living with or caring for someone with multiple long-term conditions.

#### 3.1 Time commitment

Group members meet online approximately once a month for 1 hour (with possibility of additional meetings for specific work). You may also be asked to provide feedback in between meetings for example, input to a grant application via email. We anticipate this may take around 1-2 hours per month.

#### 3.2 Your Responsibilities

- Attending scheduled meetings. Most meetings and discussions will be held online. However, some will be held face to face and travel to different locations across the UK will be required.
- Reviewing documentation. You may be required to read certain documents before meetings and complete work that arises from the group meetings.
- Offering your views. During team meetings you will be required to offer a patient/carer/public perspective on the development of MLTC CNC research, carrying out the research and putting the findings into practice. This is of central importance to the success of this work.
- Declare and update any conflicts of interest at each meeting, or when these arise.
- Maintain professional standards in meetings and with other members.
- Maintain confidentiality in relation to any personal information or information related to MLTC CNC activities.
- Offer constructive feedback and take an active role within group discussions.
- Attend away days, conferences and training sessions as required.

#### 3.3 Person specification – what skills and experience are required?

- An individual who is living with multiple long-term conditions or caring for someone who is
- An interest in health and social care services and research
- An interest in methodologies
- Enthusiasm to contribute to making changes to MLTC research that reflect [the National Standards for Public Involvement](#)
- Be available to attend monthly meetings online and face to face meetings up to twice per year
- Competent IT skills including using Microsoft Word, email and joining online meetings via Microsoft Teams
- Good communication skills with the ability to discuss constructively with a wide range of people face to face and during online meetings
- Excellent team working skills
- The capacity to undertake work independently.

### **3.4 Our responsibilities - what you can expect from us:**

- To be offered an initial meeting or contact with a member of the team to discuss any questions you may have and to be briefed about the group.
- Training as required
- To have any questions answered in confidence or at the team meetings.
- To be able to contact a member of the team before and after each meeting, so that you are prepared and updated about the group's PPIE activities and progress
- Support with IT access as needed
- Prompt reimbursement for time and expenses every 2 months, in line with the [NIHR Payment Policy](#).

## **5. Duration of Role**

This project is funded until 30 November 2027. The public contributor roles will be reviewed annually to ensure they are working for both the contributors and the MLTC CNC.

## **6. Role Description review**

This is a live document and will be reviewed annually by the MLTC CNC Operational Management Group, with input from group co-leads. The purpose of the review is to ensure that the role description remains fit for purpose. When the role description is reviewed, public contributors will be asked if they wish to continue in the role as newly described.

## **7. Contact**

For further information about PPIE in the CNC please contact:  
James Finney, NIHR MLTC CNC Partnership Programme Manager  
([james.finney@leicester.ac.uk](mailto:james.finney@leicester.ac.uk))