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**Consumer and Community Engagement Framework for Research - Appendices**

2019 - 2023

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# Purpose

This document contains the appendices to the Mid North Coast Local Health District’s Consumer and Community Engagement for Research in word format for ease of editing as required.

Appendix 1: Fact Sheet for Consumers and Community Members

The fact sheet provided on the following page is to be given to consumers and community members interested in being engaged in research activities with the Mid North Coast Local Health District and its partners (as applicable).

The remainder of this page is left intentionally blank so that the fact sheet may be printed and provided to persons/groups without document headings.

Fact Sheet for Consumers and Community Members

Purpose of this document

The purpose of this document is to provide interested consumers and community members information of what it means to be engaged in research activities with the Mid North Coast Local Health District.

Why do consumers and community members get involved in research?

There are a number of reasons that consumers and community members choose to get involved in research:

* To improve health outcomes and/or the health system.
* To give something back to research and/or health services.
* To contribute to wider community issues such as environmental health.
* To get their story heard and influence how research is done.
* To turn a negative experience into something positive.

What do consumers and community members need to consider before agreeing to be involved in the research?

Here are some questions that consumers and community members may wish to ask themselves before agreeing to get involved in the research project:

* Does the research project interest me?
* Do I feel well enough to get involved in the research project?
* Do I have the time that the research project requires?
* Do I have the confidence to speak up in front of researchers?
* Will I need training or other support to help me?
* How will I get to where the meetings are held? Will my expenses be covered or an honorarium paid?
* How will my involvement affect my other commitments?
* Do I have any conflicts of interest to declare or confidentiality issues to discuss with the researcher?
* Do I have enough information from the researcher to decide if I should get involved in this research project?

What can consumers and community members expect?

It is really important to be upfront and discuss your queries with the researcher before agreeing to be part of the research team. It is likely your involvement will require a long-term commitment. We have a number of Fact Sheets on consumer and community engagement that may help you make a decision. Please read the ones that are most relevant to the project you are considering becoming involved with.

Appendix 2: Terms of Reference Template

**<NAME OF COMMITTEE>**

**Terms of Reference**

**Establishment**

The Name of Committee of the Mid North Coast Local Health District (MNCLHD), referred to below as “the Committee”, is established by the MNCLHD in accordance with the Corporate Governance and Accountability Compendium for the Ministry of Health.

**Vision**

Enhanced quality and relevance of research through consumer and community engagement

**Purpose**

XXX

**Responsibilities and Activities** *<delete where not applicable>*

The Committee is to institute and maintain effective mechanisms to

• Provide advice and expertise on consumer and community engagement.

• Facilitate access to consumer and community networks.

• Advocate on behalf of consumers and the community.

• Provide support to consumer and community representatives involved in research within the organisation.

• Obtain feedback on research priorities from consumers and the community.

• Evaluate and report to the organisational executive committees and the community on consumer and community engagement within the organisation.

• Provide feedback to the executive committees on consumer and community issues.

• Provide feedback on strategic planning and governance relating to consumer and community engagement in research within the organisation.

**Membership**

* XXX
* Invitation to be extended to relevant persons at the discretion of the Chair

**Secretariat**

* The Position is the Sponsor and provides the Secretariat function for the Committee
* The Chair shall approve the Agenda prior to the meeting. Members of the Committee will receive the agenda papers, including the minutes of the meeting, at least five working (5) days before the meeting.
* The responsibilities of the Secretariat include preparing and sending notices of meetings and agendas, recording the minutes of the Committee, and performing administrative duties deemed necessary by the Committee.
* The Secretariat shall prepare and maintain written records of the Committee's activities, including agendas and minutes of all meetings of the Committee, and correspondence and reports relevant to the work of the Committee. Such records shall be kept for a minimum of seven (7) years.
* The Secretariat will ensure that all relevant correspondence is tabled at the meeting.
* All meetings shall be minuted and the draft minutes and action log distributed to all members of the Committee within five working days of the previous meeting. The Committee should endorse the minutes at the following meeting.

**Liability**

The MNCLHD is legally responsible for decisions and advice received from the Committee. Members are indemnified when they are acting in good faith for the purposes of discharging their roles as Committee members.

**Education and training of Committee members**

The Position is responsible for the orientation, education and training of Committee members so that they can discharge their roles as Committee members.

**Accountability**

* The Committee shall be accountable to XXX.
* The decisions of the Committee shall be recorded in the Minutes of the Committee.

**Frequency of meetings**

The Committee shall meet on a regular basis, which will be XXX or as required. There will be a minimum of XX (X) meetings per year.

**Attendance** *<delete where not applicable>*

* Attendance at a meeting may be in person or via telecommunications link.
* Members who are unable to attend a meeting may contribute prior to the meeting through written submissions to the Secretariat or Chairperson.
* The Committee may ask any other persons to attend to assist / advise on discussions on any particular matter.

**Committee Voting**

A decision supported by a majority of the cast votes at a meeting of a committee at which a quorum is present is to be the decision of the committee.

**Term of Office**

XX reviewable annually.

**Quorum**

A quorum must be present in order for the Committee to reach a final decision on any agenda item. The quorum for meetings of the Committee shall be the nearest whole number above one half of the membership.

In the event a quorum is not achieved the meeting may still proceed, allowing for discussions to be continued and presentations still shared with committee members.

**Conflict of interest & Confidentiality**

Any member of the Committee who has any interest, financial or otherwise, in a proposal or other related matter considered by the Committee, should as soon as practicable declare such interest. All declarations of interest and the absence of the member concerned will be minuted.

Members of the Committee will treat as and keep confidential all information and documents which relate to business considered by the Committee. Members will be required to sign a confidentiality form.

**Complaints**

* A person with a complaint about the Committee or its processes should bring the complaint to the attention of the Secretariat of the Committee, detailing the grounds of the complaint.
* The Secretariat will investigate the complaint and its validity, and make a recommendation to the Committee on the appropriate course of action.
* If the complaint is about the Secretariat or the complainant is not satisfied with the outcome of the investigation by the Secretariat, then he/she can refer the complaint to the Chairperson.
* The Secretariat shall provide a Register of Complaints and Actions identifying all complaints received and actions taken at each Committee meeting.

**Endorsement of Terms of Reference**

The Committee should undertake an annual review of the Terms of Reference as well as an annual Committee Performance Review against the Terms of Reference. The reviews are to be completed in time to enable the reviews to be included in the August Board Agenda for Board review and action as required.

**Reporting**

Entities which provide information and/or formal reports to the Committee are indicated in the following diagram.

Appendix 3: Advertisement - Expressions of Interest

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The Mid North Coast Local Health District in collaboration with XXXX is currently calling for expressions of interest from the community to be a member of the XXXX Research Steering Group.

This Steering Group is being established to enhance the quality and relevance of health and medical research through consumer and community engagement.

Expressions of interest are invited from health consumers and/or community members who have an interest in research and experience with <condition>.

Applicants are required to have an interest in health and medical research, have the ability to collaborate with researchers and provide a link between community groups and the organization. Appointments will be for <time> and meetings will be held xx times per year.

Closing date for applications is <date>.

For more information and application please contact xxxx.

Appendix 4: Role Statement and Selection Criteria

VISION

Enhanced quality and relevance of research through consumer and community engagement.

Scope of Role

The research project for this Group is titled: **“<research project title> (Research Project)”**.

The purpose of the <group name> (the Group) is to enable and support its Vision for research undertaken at The Mid North Coast Local Health District (the LHD) and its collaborators. This statement refers only to the Research Project listed above.

The aim of the Group is to facilitate the development of partnerships in which consumers, community members and researchers will work together to make decisions about research priorities, goals, methodologies, questions, and dissemination of results.

Council members will have an opportunity through their Council membership to provide a consumer and community perspective on the Research Project undertaken.

The LHD is committed to supporting and enabling equal opportunities and engagement for aboriginal people, people from cultural and linguistically diverse backgrounds and people with disabilities.

Key Duties

• Attend the Group meetings.

• Participate and be involved in all activities of the Group.

• Provide advice and expertise relating to consumer and community priorities and perspectives on the Research Project.

• Provide access to broad community networks which may be used for consultation if necessary.

Other Requirements

• Group Members will be required to comply with The LHD’s policies on Privacy and Intellectual Property. Details of these policies are available on request.

• Group members will be required to participate in a consumer and community engagement induction program.

• Declare any potential conflict of interest.

Selection Criteria

• The Group member will have an interest in research conducted at the LHD.

• The Group Member will have an understanding of consumer and community issues that arise in health and medical research.

• The Group member will have established networks or links to consumer and community organisations which may be consulted if required.

• The Group member will be available to participate fully in the work of the Council as outlined in the terms of reference.

• The Group member will have good communication skills and an ability to work collaboratively with researchers, consumers and community groups.

Statement of Interest

In addition to responding to the selection criteria applicants will be required to write brief statement (up to one page) about what attracted them to apply for Group membership. Assistance to complete the application form is available if required by contacting the <contact>.

Appendix 5: Application Form for Consumer or Community Member

Vision

Enhanced quality and relevance of research through consumer and community engagement

Please fill in the Application Form and forward to: <contact>, <address>. The closing date for applications is <date>.

If you require any assistance with your application, please contact <contact>.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Address: |  | | |
| Email address: |  | Telephone: |  |

Referees (Two required)

|  |  |  |
| --- | --- | --- |
| 1. | Name: |  |
|  | Contact details: |  |
| 2. | Name: |  |
|  | Contact details: |  |

|  |
| --- |
| Relevant experience details *(e.g. your experience with the condition being investigated as a client or carer; experience on other research committees)* |
|  |
| Statement of interest *(why do you want to be a part of this group?)* |
|  |