eQC Patient and Carer Advisory Board

Information Sheet - Membership

**Closing date:** Positions will be filled as suitable applications are received.

HOW TO APPLY

**Please complete the application form (Page 4-5; included in this information sheet) and return to**m.martinkhan@uq.edu.au. For questions regarding the Patient and Carer Advisory Board, or assistance to complete the application form please email Dr Melinda Martin-Khan on m.martinkhan@uq.edu.au.

BACKGROUND INFORMATION

Center for Health Services Research, The University of Queensland (UQ)

**Researchers at UQ, based in the Center for Health Services Research, are undertaking a program of research and implementation work focused on quality of care for older patients using health care services, with a particular interest in people living with dementia.**

The research team, led by Dr. Melinda Martin-Khan, is based at the Centre for Health Services Research at The University of Queensland and is located at Princess Alexandra Hospital in Woolloongabba. We have affiliated projects in Tasmania and regional Queensland. Funding for the program is provided by competitive grants including from the National Health and Medical Research Council (NHMRC). <https://chsr.centre.uq.edu.au/research/geriatric-medicine>

Dr. Martin-Khan has established a Patient and Carer Advisory Board to seek input from patients and carers/care partners on all aspects of this program, The Board has 12 members including persons with dementia, carers of people with dementia, individuals with an interest in dementia and/or quality of care for older people. More information regarding the board can be found at <https://chsr.centre.uq.edu.au/improving-quality-of-care-for-people-with-dementia-in-the-acute-care-setting>

Purpose

The role of The Board is to support engagement of the Centre for Health Services Research with patients and care partners, and to guide opportunities to establish links with the general community.

The purpose of The Board is to inform the embedding of partnerships between lived experience experts and researchers at every level of planning, delivery, monitoring and evaluation of research, translation and policy undertaken by the Quality-of-Care research group.

Role of the member

Board members will provide information and feedback to the Quality-of-Care research group, drawing on their own experience of using the health system or supporting someone to do so and bring the perspective of people living with dementia, if applicable.

Members will be appointed initially for 12 months and then be asked if they would like to continue Members can resign at any time if their circumstances change.

The role of a Patient and Carer Advisory Board member is to:

* support engagement of CHSR with patients and care partners, and to guide opportunities to establish links with the general community.
* inform the embedding of partnerships between lived experience experts and researchers at every level of planning, delivery, monitoring and evaluation of research, translation and policy undertaken by the Quality-of-Care research group.
* establish strong community collaboration at UQ CHSR
* be available on an ad hoc basis (by application) to provide a patient and care partner perspective on research and policy to the wider research community.

How much time is involved?

Members will attend a Board meeting either in-person or by videoconference up to 4 times per year. Each Board meeting may be 1-5 to 2 hours in duration. There will be pre-reading for the Board meeting (draft research protocols, data collection forms, video summary texts, policy statements).

Each year, we may ask each Board member to individually read a grant application for specific comment (grants are submitted at different times throughout the year; one member will be approached per grant).

Some projects or activities will include focus groups or seminars. Attendance will be optional for Board members.

Specific funding will be available to support attendance where a request for attendance is made by invitation and a Board member is able to attend. There is a preference for Board members who are available to attend at least one local focus group each year.

Who is it for?

We welcome participants from around Australia. All meetings are held by videoconference (zoom).

This opportunity is suitable for regular health service users. In this instance we are seeking people who include:

* People with dementia, and care partners of people with dementia
* People with younger onset dementia
* People with a connection to people with dementia who are aged 50 years or less.

Remuneration and Support

Board members will be remunerated for their time and expertise in line with [Health Consumers Queensland’s remuneration position statement](http://www.hcq.org.au/wp-content/uploads/2015/12/Consumer-Remuneration-Rates-Dec-2015.pdf). Parking and travel expenses will be covered if relevant. No printing costs will be paid as documents will be mailed to members who prefer hard copies.

We will commit to supporting accessibility to ensure that Board members are well placed to understand the content we provide and have an opportunity to share their experience and recommendations. We will provide documentation in plain English with no jargon and acronyms. We will provide supported meeting flexibility (additional opportunities to meet with the Chair and Chief Investigator if needed), and remuneration for involvement.

Remuneration:

$237 per meeting for Chair

$187 per meeting for Board Members

$187 per forum for all members [Note: $374 per forum (if the agenda indicates forum is over 4 hours)]

$40 per hour for grant review [Lay summary] (Maximum 2 hours).

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Application Form - Membership

Full name:

Preferred phone number:

Email:

Postal address:

Please highlight whether you identify yourself as any of the following:

* Living with Dementia
* Living with Younger onset Dementia
* Caring for someone with Dementia
* Culturally or linguistically diverse background

Do you identify as: Aboriginal | Torres Strait Islander | Both | Prefer not to state | Not applicable to me

Age range: 16-24 25-29 30-39 40-49 50-59 60-69 70-79 80+

*Your responses to the following questions only need to be a brief sentence or two*

Please describe any relevant previous experience of involvement including research project involvement, committee memberships, focus group participation, surveys, governance roles, etc.

*Tip: Past positions that have similar requirements to the opportunity you’re expressing interest in. Give an indication of how long each position was for, and any relevant highlights.*

**Please describe any connections you have to your community (e.g., networks, groups)***Tip: Think about how this relates to the role you’re applying for.*

Please describe your interest in this topic? (Dementia, Quality of Care, Health service use)

*Tip: Although this section usually requires the longest response, try to keep it concise. Things to consider focusing on here include:*

* *any past lived experience that shows your understanding of the topic, or*
* *your understanding of the social/health/economic implications of the topic/condition, or*
* *Any systems change that you have identified that will improve care for health service users and possible strategies you could share to affect that change.*

Please describe any support you may need to participate in the interview *(examples include support person, hearing loop, dietary requirements)*

Please provide a referee. We will advise you if we are going to contact your referee.

Full name:

Phone number:

Email:

SUBMISSION

**Please email the complete application form to**m.martinkhan@uq.edu.au. For questions regarding the eQC Patient and Carer Advisory Board, or assistance to complete the application form please email Dr Melinda Martin-Khan on m.martinkhan@uq.edu.au.