

## **Fife Community Advisory Council for Primary Care Research**

### **Terms of Reference**

NHS Fife Research & Development Department and the University of St Andrews are creating a Fife Community Advisory Council for primary care research. We are looking for members of the public who are not health professionals. The main requirement is that you are interested in participating and that you can set aside time to engage with the research topic before, during and after meetings. No previous experience is needed. Training, support and reimbursement will be provided.

### **The role of the Fife Community Advisory Council**

The role of the Council is to contribute to the development of research studies, including what health problems to study, how best to study these problems, and what resources are available or needed to improve on these problems.

### **Responsibilities**

- Help to identify research questions that are important for primary care in Fife
- Read background materials related to the research questions
- Provide input into the design of research studies
- Contribute to writing applications for research funding
- Participate on the research team conducting the studies
- Help to guide the development of recommendations based on study results

### **Ways of working**

- The Council will meet about two times a year. Attending all the meetings is not essential
- Members of the Council will receive written materials one week before each meeting
- Meeting minutes will be circulated and agreed by members of the Council who attended the meeting
- Council members may be contacted between meetings for advice should the need arise
- Sub-groups may be formed to work on specific issues or projects as appropriate
- Opportunities to undertake training in understanding research and different research methods will be available
- Members of the Council may be asked to provide advice and / or to share their personal experience or expertise

### **Membership**

- The group will have 10 to 20 adult members of any age and background
- Council members will not be health professionals, but rather, lay persons
- Membership is open-ended, so there is no fixed length of time for participation
- Members of the Council should have a strong interest in becoming involved in research