PLG (Patient liaison group) doctor member role profile

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| The BMA is the voice of doctors and medical students in the UK. The Patient Liaison Group (PLG) provides the BMA with an informed patient view on matters of interest to the profession, and to patients. The PLG comprises 12 lay members and 4 members from the medical profession.PLG strive to create an inclusive environment where all experiences, views, and ways of working are welcome, supported and valued.This role profile applies to medical members of the PLG. It is intended as a guide for candidates and members, and will be periodically be updated in order to provide a current and fair representation of the main duties and responsibilities of the PLG doctor members.   |
| The core duties of the PLG doctor members and any key responsibilities: * Attend and contribute to three full days PLG meetings per year, taking part in or facilitating discussion or making presentations.
* Provide technical advice and a medical perspective on issues discussed by the PLG at the meetings and on the listserver.
* Advise on matters from the perspective of a doctor and/or BMA member.
* Contribute to BMA work areas and take part in consultations requiring a doctor perspective.
* Contribute to listserver discussion, where necessary offering the doctor’s viewpoint.
* Promote the work of the PLG.
* Cooperate with the BMA secretariat and other BMA executive and support staff in relation to PLG’s work by responding to requests for information such as consultations or reports in a timely fashion
* Be enthusiastic, able to work on own initiative and persuasive
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| PERSON SPECIFICATION  |
| **Knowledge and experience** We endeavour to invite members from a broad range of backgrounds, demographics, and cultures. We particularly welcome applications from people from under-represented groups and with protected characteristics. * You will need to have had some experience of working on, or with, committees.
* You should have a keen interest in improving the quality of healthcare services for patients, health equity and promoting patient empowerment.

**Please note**: **You should hold BMA membership at the time of application** **but shall not have served on any BMA UK or a national council, standing committee, board or other BMA UK representative groups in the preceding 2 years or be a candidate for election to such groups.** |
|  **Attributes** PLG doctor members should demonstrate the following: * **Emotional intelligence and self-awareness**
	+ You are aware of your personal style and preferred way of working and the impact this may have on others.
	+ You are able to adapt your style to get the best from a situation.

 * **Influencing and persuading**
	+ You are able to express your ideas and opinions verbally and in writing, in ways which are accessible and appropriate to a range of audiences.
	+ You have the confidence to contribute to debates and discussions, present an alternative point of view and challenge constructively.
* **Analysis**
	+ You are able to understand complex policy ideas and see how they will impact on patients and the public.
	+ You can make connections between individual experiences and policy development.
* **Teamwork**
	+ You are able to work collaboratively, supporting others to achieve team goals.
	+ You make realistic commitments and deliver on what is promised.
	+ You respect confidentiality and show that you can be trusted.
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| **Skills**  **Use of IT** * As much of PLG correspondence is conducted electronically, it is necessary for members to have regular access to a device and the internet where they can send and receive emails. The BMA use Microsoft Teams for remote meetings which can be accessed via devices or telephone. It is helpful for members to be comfortable IT users, but not essential.
* The BMA cannot provide computer hardware or software to members for their PCs, but we provide ongoing technical support and guidance to help you engage virtually in the committee meetings and make use of BMA systems. The BMA practices a paper-light policy.
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| **Additional information** **❖ Induction**All PLG members are invited to participate in an induction day and are provided with guidance and support on how to participate fully as a group member. We also offer a buddy system where new PLG members can get matched with long standing PLG members for informal support.As a group member you will also have access to wider BMA training such as how to be an active bystander training, valuing differences and BMA leadership training.  **Meeting dates** The meeting dates are notified in advance. The upcoming meeting dates for the group are confirmed as 11 October 2023, 18 January 2024 and 22 May 2024. |
| PAYMENT  |
|  **This is a voluntary position**. The payment of honoraria for these positions is made subject to existing BMA policy on honoraria. Meeting expenses for travel and accommodation, supported by receipts, are also reimbursed.The [BMA Family Friendly Fund](https://www.bma.org.uk/what-we-do/committees/committee-information/care-support-for-bma-activities) provides a range of care arrangement for childcare/ dependent support to help committee members participate fully in the committee’s activities. If attendance at a BMA meeting requires you to be away from home when you would normally be looking after a child or dependent, the BMA will reimburse the costs of additional care you need to arrange as required. Creche facilities are also available at BMA House London. |
| TIME COMMITMENT  |
| Time commitment to ensure that the committee member’s duties are carried out effectively: * Three full-day PLG meetings (normally 10am to 3pm). Meetings will be a mix of remotely and one face to face meeting at BMA House in London.
* One full-day PLG conference at BMA House London/ remotely
* Up to two hours reading and preparation for PLG meetings.
* An average of two hours a week, reading, commenting on documents or contributing to discussions.

**The duration for the position is for a period of three years, with the possibility of re-appointment on a yearly basis for another two years.**  |
| Reasonable adjustments  |
| We are happy to discuss any aspect of contributing to PLG and BMA work and how we can support you better engage with the role. Please do not hesitate to get in touch with us at info.plg@bma.org.uk  |
| **Date:** May 2023 |