

PLG (Patient Liaison Group) member role profile

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 patients, and to the profession. The PLG comprises 12 lay members and 4 members within the medical profession.

This role profile applies to lay members only and does not cover the PLG chair, deputy chair or medical profession members. It is intended as a guide for candidates and will be periodically updated in order to provide a current and fair representation of the main duties and responsibilities of PLG members.

PLG strive to create an inclusive environment where all experiences, views, and ways of working are welcome, supported and valued.

The core duties of PLG members and any key responsibilities:

- Attend and contribute to discussions on the three PLG meetings per year.
- Attend and contribute to the one-day PLG annual symposium.
- Comment and provide insights on BMA policy issues from the perspective of patients, carers and the public.
- Contribute to consultation responses on matters requiring a patient or carer perspective.
- Put forward and initiate discussions on specific areas of interest to you in health and social care which can be considered for future BMA policy development.
- Be a PLG representative on another BMA committee and/or project group and provide a brief report after attending the meetings (this is optional, will vary and will be discussed with you in advance).
- Promote the work of the PLG within and outside of the BMA.
- Collaborate with BMA secretariat and other internal staff in relation to PLG's work by responding to requests for feedback or comments on issues such as consultations or reports in a timely fashion.
- Be enthusiastic and persuasive.

Time commitment

Time commitment to ensure that the committee member's duties are carried out effectively:

- Three full-day PLG meetings (normally 11am to 4pm). Meetings will be a mix of remote and a hybrid meeting at BMA House in London.
- One full-day PLG Symposium at BMA House London/ remotely
- Up to two hours reading and preparation for committee meetings.
- Depending on the committee or project allocated, approximately four full day or half-day meetings or conferences (a mix of hybrid and remote) in relation to PLG/BMA projects or committee meetings (this will vary and will be discussed with you in advance).
- 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 for a further three years.

Person specification

Knowledge and experience

We endeavor 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.

We are looking for people who can contribute to PLG's work based on their experience. For example, such as:

- Being a patient or carer for a loved one.
- Being a member of a health/illness/disease-interest group, or a local, community, or national patient-interest group.
- Being a patient advocate or expert patient programme facilitator.
- Someone who has worked or volunteered in a healthcare or community health related setting.
- Some experience of working on, or with committees, or lay involvement in the health sector with the ability to present a patient perspective is helpful, but not essential.
- You will need to have a broad understanding of the NHS and/or community or social care and the role of doctors in the UK.

Whatever your area of expertise or lived experience, you are asked to contribute to the PLG as an individual and not as a representative from another organisation.

Attributes

PLG members should demonstrate the following:

❖ Influencing and persuading

- You are able to form and express ideas and opinions.
- 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 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 contribute towards the group aims and objectives. PLG respect people's preferred ways of working.
- You make realistic commitments and deliver on what is promised.
- You respect confidentiality.

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.

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:

1. Tuesday 8 October 2024 (hybrid)
2. Friday 17 January 2025 (virtual)
3. Thursday 29 May 2025 (virtual)

Payment

This is a voluntary position. An attendance fee will be paid when attending committee meetings and other external meetings discussed in advance with the BMA support staff. Meeting expenses for travel and accommodation, supported by receipts, are also reimbursed.

The [BMA Family Friendly Fund](#) 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.

Support and adjustments

We do not want the process of applying for this role to be a barrier. Should you wish to submit your application by other means, require any adjustment or support throughout the process, and/or require information in another format, please do not hesitate to contact info.plg@bma.org.uk.

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