

Diabetes CSG Role description and selection process for Health Care Professional (HCP) members

This appendix outlines the role and responsibilities for HCP members on CSGs.

1. Duties

HCP members are expected to contribute to the development of the CSG's portfolio of research by:

- Together with the Chair, contribute towards identifying research gaps and priorities and prepare a roadmap for the CSG area
- Providing a HCP perspective on research priorities, and their clinical relevance, and contributing to the discussions about [area of CSG]
- Championing the outputs of relevant diabetes priority setting partnerships within the CSG.
- Providing verbal or written feedback on relevant documents and contributing to any relevant publications
- Contributing to the design and delivery of consultation exercises undertaken by the CSG as requested
- Contributing to the CSG's annual report and review of the portfolio
- Providing advice to the Chair, other research funders, and the wider diabetes community as required
- Maintaining confidentiality of discussions and information relating to group meetings and activities

2. Qualities

HCP members should have:

- Experience of working in a patient facing role in the field of diabetes.
- An interest in keeping up to date with current diabetes research issues
- A commitment to confidentiality and a willingness to declare any conflicts of interest
- Their main contract of employment, and source of salary, should be for their role as a Health Care Professional.

3. Membership

HCP members will have membership for:

- 3 years in the first instance which can be extended by an additional three years at the discretion of the CSG Management Committee and the Diabetes UK Research Team
- At the end of a term of membership a three year period must elapse before a lay member can reapply for a further term on the same CSG.

4. Remuneration

The HCP member will:

- Undertake the HCP member role on a voluntary basis.
- All reasonable expenses that arise from attending face to face meetings will be reimbursed, subject to the Diabetes UK expense policy. This includes: travel, food and drink and accommodation. More detailed information about the process of reclaiming expenses can be provided by Diabetes UK Research Team.

5. Declaration of interests

- The CSG HCP members will be required to declare, on the declaration of interests register, if they have any interests that might be in conflict with the work of the CSG. A conflict of interest will not necessarily stop individuals from being a member of a group;

however, it may mean that they cannot take part in some discussions or decisions made on projects/ issues.

6. Selection process

- CSG HCP members will be appointed through an open process of recruitment. Positions will be advertised widely and will be open to all members of the UK diabetes HCP community through established communication routes (e.g. website, Update)
- Applications, in the form of a supporting statement will be submitted to the Diabetes UK Research Team at csgs@diabetes.org.uk. The supporting statement should specifically address the selection criteria outlined in Appendix 5)
- Applications will be reviewed by the Chair of the CSG and scored using scoring criteria (Appendix 5). Recommendations for the appointment of HCP members will be ratified by the CSG Development Group (in the initiation period and by the Management Committee subsequently).
- Applicants will be notified of the decision by way of email or letter from the Diabetes UK Research Team.

APPENDIX 5: Criteria table for the appointment of Diabetes CSG HCP members

Below is a table outlining the selection criteria for candidates who apply for the CSG HCP member position. Using the supporting statement, please grade each candidate (1 = poor, 5 = excellent) for each of the below criteria. Please use the space below the table to add any additional comments to support your choice.

Criteria	Applicant 1	Applicant 2	Applicant 3
Experience in a patient facing role in the field of diabetes			
The ability to recognise and encourage diversity of input.			
Knowledge and understanding of the issues important to both diabetes and wider networks and groups.			
An interest to keeping up to date with current diabetes research issues			
Prepared to maintain confidentiality and a willingness to declare any conflicts of interest			
Total			

Additional comments: