Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences Patient and Public Involvement OPEN ARMS Steering Committee Terms of Reference

Background

The Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences (NDORMS) is a medical department within the University of Oxford. NDORMS is based at the Nuffield Orthopaedic Centre hospital, part of the Oxford University Hospitals NHS Foundation Trust. The Nuffield Orthopaedic Centre is the largest specialist academic musculoskeletal hospital in the UK. The aim of NDORMS is to discover the causes of bone, muscle and joint diseases and develop the best treatments to improve people’s quality of life.

A Patient and Public Involvement (PPI) Steering Committee Group called OPEN ARMS was established in 2021 and is integral to the research activities of NDORMS. OPEN ARMS is the Oxford Patient Engagement Network for Arthritis and Musculoskeletal Conditions. It is a partnership between patients, public members (including carers and patients’ families), health researchers, and clinicians. OPEN ARMS aim to make research relevant and accessible to all and improve future patient care. OPEN ARMS members are involved in setting research strategy, reviewing funding proposals, advising on study design, reviewing patient literature, participating in study management groups and supporting publicity.

OPEN ARMS also has a PPI Network, which consists of members of the public and patients with experience/interest in musculoskeletal conditions and health research. Members of the Network who have signed up to the OPEN ARMS mailing list receive a newsletter three times a year. They can attend ‘Meet the Researcher’ talks and participate in musculoskeletal research involvement/engagement activities.

Vision

Our vision is to create a community of impassioned, informed and determined people to support and provide advice through involvement in the development and conduct of research at NDORMS. We aim to ensure that the best patient-focussed research is offered on behalf of the Oxford University Hospitals NHS Foundation Trust.

Remit and Responsibilities

1. Representing, supporting researchers to develop and conduct high quality research at NDORMS, focussing at all times on the needs of patients.
2. Supporting new members and members of the widening PPI Network to undertake PPI activities.
3. Provide the National Institute for Health Research Oxford Biomedical Research Centre (NIHR OxBRC) Board (and consequently the NIHR) with assurances that its strategy for PPI is being implemented.
4. To link with local and national groups to promote PPI in research.
5. To assist with the promoting and understanding of research and research participation for patients, their carers members of the public.
6. To encourage diversity and inclusivity of access to research activities.
7. Work with researchers from NDORMS to understand and establish priorities.
8. To be a voice for patient rights in research activities.
9. To establish working groups, as appropriate, in order to develop resources and policies to support the development of PPI.
10. Where appropriate, to provide support to initiatives for improving patient care and services at Oxford University Hospitals NHS Foundation Trust, and signpost patients and carers to resources for support.
11. Have an awareness of the PPI budget by receiving six monthly updates from the PPI Coordinator.

Accountability and Reporting

The OPEN ARMS Steering Committee will report to the NIHR OxBRC Steering Committee (meeting quarterly) via the MSK Theme Lead and Deputy MSK Theme Lead via the OPEN ARMS PPI Coordinator. The OPEN ARMS Steering Committee will report annually via the NIHR OxBRC annual report.

Membership

The OPEN ARMS Steering Committee is composed of a team of members from the OPEN ARMS PPI Network. Members of the OPEN ARMS Steering Committee will be asked to renew their membership on a 12 monthly basis.

Frequency

The OPEN ARMS Steering Committee will meet every three months. The meeting will be arranged by the PPI coordinator at NDORMS.

Support and Resources

The OPEN ARMS Steering Committee will be administered and supported by the PPI Coordinator. Members are entitled to reimbursement for travel expenses. NDORMS will provide appropriate training for members.

Quorum

The OPEN ARMS Steering Committee Group meeting will be quorate if the following are in attendance:

* Chair.
* NDORMS PPI Coordinator or the Outreach and Public Engagement Officer.
* At least two other OPEN ARMS Committee Group members.

Any major decisions to be made will be circulated to the Steering Committee prior to the meeting enabling those unable to attend to contribute. Decisions can then be made at a meeting as along as quorate.

Document Control

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*NIHR = National Institute for Health Research*

*BRC = Biomedical Research Council*