**Code of Conduct**

**Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences**

**OPEN ARMS Patient and Public Involvement Members**

In order to provide active and positive engagement between researchers and Patient and Public Involvement Members, the OPEN ARMS Steering Group have agreed a code of conduct when reviewing, advising and consulting with researchers. This document sets out the standards of behaviours expected by OPEN ARMS Patient and Public Involvement Members when consulting on research.

The Code of Conduct is to be signed by volunteers participating in OPEN ARMS Patient and Public Involvement activities such as focus groups or reviewing confidential information such as grant applications. The purpose is to:

* **Give assurance to OPEN ARMS Patient and Public Involvement volunteers**
* **Give credibility to the group and ensure a professional understanding of the confidential nature of the material to be discussed and reviewed**
* **Give assurance to researchers**

OPEN ARMS Patient and Public Involvement Members agree to work in partnership with researchers to identify, design, prioritise, conduct and disseminate patient focussed research that is relevant, ethical and will make a difference to patient care.

# Confidentiality

OPEN ARMS Patient and Public Involvement Members must respect the status of confidential issues they read and discuss. They are bound to maintain the status of this material and any information shared by researchers or other OPEN ARMS Patient and Public Involvement Members (what is said in the meeting stays in the meeting).

# Respect

OPEN ARMS Patient and Public Involvement Members must treat each other, researchers and others they come into contact with when volunteering in their role with respect and courtesy at all times. OPEN ARMS Patient and Public Involvement Members must respect different opinions and experiences - listening to and recognising the value of others’ contributions to discussions. We ask that feedback is constructive and conducive to improving the quality of our research.

# Equality and diversity

We are strongly committed to the promotion of equality and diversity for OPEN ARMS Patient and Public Involvement Members and staff. OPEN ARMS Patient and Public Involvement Members’ behaviour and attitudes must be consistent with the aims of the OPEN ARMS Patient and Public Involvement Group to support inclusion, diversity and equity for all.

# Integrity

OPEN ARMS Patient and Public Involvement Members are required to use their knowledge, expertise and experience to give the best advice they can. OPEN ARMS Patient and Public Involvement Members should act in an individual capacity and not as a representative of any group, organisation or individual. OPEN ARMS Patient and Public Involvement Members must not accept gifts or hospitality which are aimed at compromising their neutrality.

# Commitment

OPEN ARMS Patient and Public Involvement Members should prepare for meetings to ensure they add value to any OPEN ARMS Patient and Public Involvement activities and should inform the OPEN ARMS Patient and Public Involvement Coordinator if they are unable to attend.

# Conflicts of interest

OPEN ARMS Patient and Public Involvement Members should identify and promptly declare any actual, potential or perceived conflicts affecting them. If you hear something within a focus group which you feel would be a conflict of interest for you, please make the researcher aware. A conflict of interest could be working for or having involvement in activities, organisations or funders related to the research or being involved as a participant in a research trial directly related to the research you are discussing. If you are unsure please raise this with the OPEN ARMS Patient and Public Involvement Coordinator or the researcher.

# Openness and accountability

OPEN ARMS Patient and Public Involvement Members must be open, responsive and accountable to each other, members of staff and other stakeholders about their involvement, actions and work, including their use of OPEN ARMS Patient and Public Involvement group resources.

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| **Name** |  |
| **Signed** |  |
| **Date** |  |