PLG (PATIENT LIASION GROUP) DOCTOR ROLE PROFILE

This role profile applies to medical members of the PLG. It is intended as a guide for candidates and members, and will be periodically 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 whole-day PLG meetings per session, taking part in or facilitating discussion or making presentations.
- Provide technical advice and a medical perspective on issues discussed by the PLG, at both meetings and on the listserver.
- Advise on matters of BMA policy 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.
- Support the PLG lead and other BMA staff in relation to PLG work by responding to requests for input in a timely fashion.

PERSON SPECIFICATION

Knowledge and experience
- 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 and promoting patient empowerment.

Competencies
PLG members should demonstrate the following competencies:
- 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.
## Skills

- **Use of IT**
  - As much of PLG correspondence is conducted electronically, it is necessary for members to be confident IT users and have regular access to a computer where they can send and receive emails and use the internet.
  - The BMA cannot provide computer hardware, software or technical support to members for their PCs. The BMA practices a paper-light policy, as such all PLG papers will be circulated electronically.

## Notes

- **Meeting dates**
  The meeting dates are notified in advance of the beginning of every session, which runs July to June, and provisional dates will be provided to candidates at interview.

## PAYMENT

This is a voluntary position and while appropriate expenses, supported by receipts, are reimbursed there is no remuneration available. The payment of honoraria for these positions is made subject to existing BMA policy on honoraria. Please note that attendance at all meetings must be approved for reimbursement by the PLG lead prior to attendance.

## TIME COMMITMENT

That which is needed to ensure that the committee member’s duties are carried out effectively:
- Three full-day PLG meetings (normally 11am to 4pm at BMA house).
- Two hours reading and preparation for PLG meetings.
- An average of two hours a week, reading, commenting on documents or contributing to discussions.

**Date:** March 2017