



# Patient Information Forum

*For everyone involved in health information and support*

[www.pifonline.org.uk](http://www.pifonline.org.uk)

## **PIF Sounding Board Role Description and Application Form**

Thank you for your interest in becoming a Reviewer on the PIF Sounding Board.

The PIF Sounding Board is a sense checking and peer review service for organisations that produce health information for patients and the public.

The Sounding Board offers organisations involved in the production of health information, virtual access to health information professionals, who can expertly comment on their resources, for example commenting on a draft leaflet, booklet or website pages.

Sounding Board Reviewers are a carefully selected panel of health information professionals who can provide expert comment and feedback.

This document outlines the role of a Sounding Board Reviewer, criteria for joining, and an application form for joining the Sounding Board.

**If you have any questions or would like further information, please contact:**

[sarah.greening@pifonline.org.uk](mailto:sarah.greening@pifonline.org.uk)

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### **Role of a Sounding Board Reviewer**

Your role as a Sounding Board Reviewer will be to determine if a resource is effective, relevant and meets the needs of end-users. You will be providing a health information professional's perspective, using your experience and expertise.

As a Sounding Board Reviewer you must meet the following criteria:

- Be a current member of the Patient Information Forum
- Have at least three years direct experience of producing or providing health information for patients and the public, or have significant expertise in a related area.
- Commit to completing the work by the given deadline (negotiable on each individual piece of work).
- Agree to take part by the method stipulated (see below)
- Be constructive and solutions-focused in reviewing and providing feedback
- Remove yourself from any work where there is a conflict of interest, vested interest or formal links to the client organisation.
- Keep all information about the client and product/service/activity confidential

## How does the Sounding Board work?

When an organisation or individual contacts PIF requesting use of the Sounding Board, we ask them to complete a form outlining their requirements.

We contact a number of Sounding Board Reviewers with the experience or expertise that matches the project, asking them to undertake the work. This is usually four people for each project. The Sounding Board is likely to be made up of different people each time it is used. Sounding Board Reviewers are not committed to undertake every piece of work offered to them.

Once the Sounding Board for the project is in place, we send each Sounding Board Reviewer:

- details of the project, including any specific requirements asked for by the client
- a deadline for completion of the review

Sounding Board Reviewers undertake a review of the resource and complete a standard feedback form, including any specific feedback requested by the client. This form is returned to PIF. Responses from all Sounding Board Reviewers involved are then collated (anonymously) and sent to the client. We expect feedback will be provided to the client within a period of 20 working days.

## Reimbursement for your work

Each time you act in the capacity of a Sounding Board Reviewer, and complete work as requested, you will receive:

- Between £25.00-£40.00 (*dependent upon whether the person or organisation requesting use of the Sounding Board is a not-for-profit or commercial organisation*) if the resource being reviewed is less than 2,500 words
- Between £50.00-£60.00 (commercial) (*dependent upon whether the person or organisation requesting use of the Sounding Board is a not-for-profit or commercial organisation*) if the resource being reviewed is between 2,501 and 5,000 words
- Between £75.00-£90.00 (*dependent upon whether the person or organisation requesting use of the Sounding Board is a not-for-profit or commercial organisation*) if the resource being reviewed is between 5,001 and 7,500 words
- For any resource over 7,500 words the fee will be bespoke.

You can utilise this reimbursement in one of two ways:

- You can receive a credit note which you can use to reduce your annual PIF membership fee, or against the delegate fee for a PIF event you wish to attend.
- Receive payment. In order to do this you will need to submit an invoice to us. *If you are invoicing as an individual, rather than on behalf of your organisation, be aware that if you are not self-employed this may affect your tax arrangements. All tax liabilities are the responsibility of the Sounding Board Reviewer and not PIF.*

**Please note:**

- *There is no guarantee that your services as a Sounding Board Reviewer will be regularly required. Each project undertaken by the Board is different and you may not be required each time.*
- *Appointment to the Sounding Board is at the discretion of PIF. We ask that you complete work promptly when you have agreed to undertake it, maintain high standards and uphold the reputation of PIF at all times. If you do not comply with these requirements PIF has the right to remove you from the Sounding Board register.*
- *Although the Sounding Board is a service for reviewing resources, from time to time clients may request a review of services, campaigns or ideas. These cases will be assessed and delivered on a case by case basis and may require a different feedback mechanism or approach from the Sounding Board.*
- *Clients may very occasionally request a face to face meeting with a group of Sounding Board Reviewers. In these cases reimbursement of expenses and time will be assessed on a case by case basis.*

**If you would like to apply to be part of the PIF Sounding Board, please complete the registration form below.**

## Application Form – Become a PIF Sounding Board Reviewer

<b>Name</b>	
<b>Organisation</b>	
<b>Job title</b>	
<b>Email address</b>	
<b>Telephone number</b>	

**Provide a brief synopsis of your experience in health information (please provide examples or references to your work)**

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**Provide a brief synopsis of your area of expertise, for example producing information for specific audiences, in particular formats or related to particular topics**

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**Name and contact details of a referee: (someone who can comment on your recent work (within the last 3 years) as a health information professional)**

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**I confirm that I am a current PIF Member and agree to meet/comply with the criteria outlined above.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return this form to Sarah Greening: [sarah.greening@pifonline.org.uk](mailto:sarah.greening@pifonline.org.uk)