

Centre of Evidence Based Dermatology (CEBD) Patient Panel Code of Conduct

This code of conduct applies to those involved in CEBD Patient Panel activities (and related projects) including panel members, CEBD members of staff and research collaborators outside CEBD. Some elements will apply to all and some to just one of these groups, but overall it aims to provide clear expectations with an understanding that all are responsible for the actions and direction of the patient panel. All involved should:

Show mutual respect for all roles and perspectives by:

- Treating each other with respect and courtesy at all times.
- Showing an appreciation and understanding of the perspectives of others even when they may not be the same as their own.
- Being responsive to all contributions and considering relevant changes where appropriate.
- During meetings and other group discussions:
 - Listen when others speak and avoid interruptions where possible.
 - Stay on the topic being discussed and not re-visit once fully considered.
 - Follow the guidance of the person chairing the meeting/discussion.
 - Focus and avoid distractions e.g. by turning phones onto silent and not checking e-mails or undertaking other work.

Support effective participation by:

- Making opportunities available to all relevant individuals.
- Ensuring that reasonable time is given for all concerned to provide input into projects.
- Sharing information in plain English and avoiding jargon and explaining acronyms.
- Considering special needs and making appropriate adaptations where possible.
- Providing signposts to relevant training and support when needed.
- Holding annual CEBD Patient Panel meetings to provide networking and training opportunities.
- Actively engaging in projects that you have committed to.
- Ensuring that relevant expenses for public members are reimbursed in a timely manner and providing pre-booking for transport and accommodation when requested.

Work together in a transparent manner by:

- Having a named contact for the CEBD Patient Panel.
- Providing clear guidance for the purpose, scope and expectations of individual roles for those involved in particular projects.
- Ensuring that feedback on contributions is provided in a timely manner with a clear illustration on how this has impacted on the work.
- Prioritising the needs of the wider group and not their own personal priorities.
- Being open and honest about the amount of time that can be committed to a project.
- Declaring any interest, either personal or on behalf of any other group/project, that may affect, influence or conflict with the interests of CEBD.

Understand the need for confidentiality by:

- Maintaining a database of panel members according to GDPR guidelines.
- Respecting the confidentiality of individuals by not disclosing further any information shared during meetings and discussions.
- Not discussing research projects in development or the progress/results of research projects with others outside CEBD or the relevant study team unless notified that study results have been published and are publicly available.