

## **Safdar Research Partner – Patient and Caregiver Coordinator Position Description**

**Position Summary:** The role of the Patient and Caregiver Coordinator is to assist in the coordination of engagement activities with Patient and Caregiver Research Partners for the Safdar research team. This position works in close collaboration with the Engagement Coordinator. Research Partners provide feedback on Dr. Nasia Safdar's research based on their relevant experiences and knowledge. Nasia is an infectious disease doctor at the UW Hospital and the Madison Veteran Affairs (VA) Hospital. Her research focuses on the prevention and treatment of healthcare-associated infections.

Patients and caregivers have personal, lived experience with health conditions and the health care system. This experience provides a perspective and expertise on health and healthcare services that is different than researchers. Typically, patients and caregivers have not been included in the research process (designing, conducting, and reporting the results of studies). Because of this, some issues that are important to patients and caregivers have been overlooked. In addition, some solutions identified by research do not adequately meet the needs of patients and caregivers.

Patient and Caregiver Research Partners engage with the Safdar research team to ensure their perspectives and expertise are included in the research process. They help identify priority topics, guide design of current and future studies, and publicize results of completed studies.

### **Duties and Responsibilities:**

- In collaboration with the Engagement Coordinator, develop stakeholder engagement plan by helping to draft:
  - Recruitment documents
  - Training/orientation
  - Stakeholder roles and responsibilities
  - Application process
- In collaboration with the Engagement Coordinator, develop engagement profile/resume template
- Assist stakeholders in developing their engagement profiles/resumes to document their relevant experience
- Assist in coordinating the development of research agenda priorities
- Coordinate the scheduling of stakeholder meetings and phone calls
  - Work with the Engagement Coordinator to identify dates that work for relevant UW staff
  - Work with stakeholders to identify date that works best
  - Communicate best date and time to the Engagement Coordinator
  - Send out invites communicating meeting/call details
  - Collect meal orders and information on any necessary accommodations (disabled parking, communication assistance) and communicate to the Engagement Coordinator
- Coordinate the quarterly stakeholder newsletter
  - Work with the Engagement Coordinator to identify topics to be included in newsletter
  - Request information from staff and stakeholders that is needed for newsletter content
- Lead efforts to recruit and orient new Patient and Caregiver Research Partners

- Give periodic feedback on study documents or design via phone or email, as needed by study team
- Attend annual, in-person meetings at UW-Madison
- Attend 2-3 webinar/phone calls per year

**Required Qualifications:**

- Relevant experience as a patient or caregiver
- Demonstrated ability to lead and coordinate efforts of diverse groups of people (both personal and professional experiences could be potentially relevant)
- Knowledge of or experience with research processes
- Experience with research engagement and/or participation on other kind of advisory board
- Interest in reducing healthcare-associated infections and improving patient care
- Ability to:
  - Share perspectives, insights and information in constructive ways
  - Listen well
  - Respect differing opinions
  - Speak comfortably in a group
  - Represent and empathize with diverse experiences
  - Be proactive in looking for opportunities to identify, partner, and collaborate with new people and groups to find solutions
  - Commit to attending one in-person meeting at UW-Madison and 2-3 virtual meetings per year for 2 years

**Term of commitment:** 2 years

**Compensation:** \$599 annually