

Expert By Experience Policy

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1. Introduction

This policy outlines the guidelines for engaging with self-employed Neurodivergent Experts by Experience (EBEs) who will contribute to a year-long project focused on improving outcomes for neurodivergent individuals within the context of musculoskeletal health creating a training day for musculoskeletal (MSK) health professionals. The project includes a training day for health professionals and a reflective CPD (Continuing Professional Development) diary. EBEs can provide their expertise in various ways, such as creating videos, reviewing content, or advising health professionals.

The objective is to ensure that the collaboration with EBEs is respectful, inclusive, and effective, resulting in better outcomes for neurodivergent people.

2. Scope

This policy applies to all project team members, including project managers and any other stakeholders involved in the development and delivery of the training day and CPD diary.

3. Principles

The following principles should guide interactions with EBEs:

a. Respect

Ensure that EBEs feel valued, respected, and included throughout the project.

All interactions with EBEs will be conducted with the utmost respect for their lived experiences and professional contributions. EBEs will be treated as equal partners in the project, with their insights and expertise valued and integrated into the project outcomes.

b. Inclusivity

Accessibility and Flexibility: The project will allow flexibility in how EBEs contribute, recognising the varying capacities and preferences of neurodivergent individuals. Engagement methods will be tailored to accommodate the diverse needs of EBEs,

ensuring accessible communication and collaboration and each EBE will be offered reasonable adjustments and a communication rider to communicate their needs and style.

c. Fair Compensation:

Financial compensation must reflect the skills and additional emotional work that utilising lived experience skills brings, It also reflects the additional unpaid tasks self employed individuals must undertake. The project is committed to providing compensation at above living wage.

EBEs will be compensated fairly for their time, expertise, and contributions, with a standard payment of £20 for each specific task, up to £100 per person. It is estimated that each task will be 40-60 minutes work.

d. Flexibility

Acknowledge that neurodivergent individuals may have unique working preferences and communication styles. Be flexible in accommodating their needs.

e. Collaboration

The project aims to collaborate with EBEs and other project stakeholders at each stage of the development. A variety of opportunities and methods of dialogue will be utilised. Gain informed consent as to how their work will be utilised.

4. Engagement Process

The project aims to engage EBE's in the following way:

a. Recruitment

1. Identify potential EBEs through relevant networks.
2. Identify and address any potential conflicts of interest.
3. Clearly communicate the project's goals, expectations, and the role of EBEs to explore the fit between the EBE's expertise and the project's needs.

b. Onboarding

1. The project team will conduct an initial correspondence with each EBE to understand their preferred mode of engagement, communication preferences, and any specific accommodations they may require. The aims will be to complete a “communication rider” which can include and accommodations, reasonable adjustments and communication preference.
2. Provide a detailed project overview, including timelines, deliverables, and desired outcomes.
3. Gain informed consent for how their input will be used and the process for withdrawing their consent.
4. EBEs will be required to sign an agreement that all project materials will be handled in accordance with data protection laws and the project’s confidentiality policy. Any content or materials developed by the EBEs as part of the project will continue to be owned by the EBE who will be credited for their contributions. The EBE is granting their permission for the ongoing use of the materials within this project and will not be entitled to further compensation for this reuse. However, utilisation for other purposes must be agreed by the EBE and they have the right to withdraw their materials with 30 days notice at any time.
5. Ensure EBEs have access to necessary resources (e.g., software, tools, data).

c. Communication

1. Establish communication channels (e.g., email, video calls, chat) based on the person’s needs and preferences.
2. Encourage EBEs to share their insights and expertise openly.
3. All correspondence will be handled in line with Moodlifter privacy policy which outlines its process and commitment to GDPR/

d. Deliverables

1. Clearly define the scope of work for each EBE.
2. Specify the format for deliverables (e.g., video presentations, written feedback, attendance at meetings).

e. Payment and Compensation

1. Invoicing for payment is the responsibility of the EBE and can be done upon completion of the task and it has been reviewed and approved by the project team.

The team can support with invoicing as a reasonable adjustment if identified.

2. Payment will be made within 30 days of invoice being received

3) Any additional expenses incurred by EBEs will require pre-approved by the project team.

f. Evaluation and Reflection

1. The project will periodically evaluate how the programme is collaborating with EBE's.
2. EBEs will be encouraged to provide feedback on the process and their experience. This feedback will be used to improve the project's approach to working with neurodivergent experts.
3. Reflect on what worked well and identify areas for improvement.
4. Use feedback to refine the process for future collaborations.

5. Support and Well-Being

- a. Regular check-ins will be scheduled to provide support, address any challenges, and ensure the EBEs are comfortable with their tasks. Communication will be adapted to the needs and preferences of each EBE.
- b. The project aimed to foster a supportive and understanding environment.
- c. The well-being of EBEs is of paramount importance. The project team will take proactive measures to ensure that EBEs are not exposed to harm, stress, or exploitation during their involvement in the project. Any concerns raised by EBEs will be addressed promptly and sensitively following MoodLifter safeguarding or complaints policy.
- d. Project Lead Sarah Meharg has a DBS certificate.
- e. Safeguarding policy, Privacy and Data policy and Health and Safety will all be applied to EBEs.

6. EBE contribution

EBEs can contribute to the project in various ways, including but not limited to:

- a) **Content Creation:** Developing video content, written materials, or presentations for the training day.
- b) **Content Review:** Reviewing and providing feedback on the training materials, ensuring they are relevant and accessible to neurodivergent individuals.
- c) **Consultation and Advisory on Content** Advising the project team on key topics, strategies, and approaches that MSK health professionals should be aware of when working with neurodivergent people.
- c) **Consultation and Advisory on Process** Advising the project team on how the communication rider, processes and review can be adjusted and improved.