



Person With Lived Experience (PWLE) Policy and Procedure March 15, 2023

The purpose of the Canadian Pain Society Person with Lived Experience (CPS PWLE) committee is to uphold the vision and mission of the Canadian Pain Society by providing a formal mechanism for integrating the lived experience perspective of pain and expertise at all levels within CPS.

This will include: PWLE committee members will advise, co-design, develop, and support activities of CPS leadership, board, and members including the Annual Scientific Committee (ASM). (There are no limits to types of projects PWLE Committee may be involved in and will provide feedback to CPS board on all activities).

Composition

- PWLE Chair, PWLE Vice chair, Past Chair, and minimum 2 more PWLE members. The PWLE committee is led by a Chair and Vice Chair, each for a two-year term.
- The PWLE committee can include two CPS ex-officio members, one trainee and one scientist/ researcher/ or clinician and will serve a 2-year term, non-renewable. (According to membership selection- see appendix B).
- The Vice Chair's 2-year term will be followed by a 2-year term as Chair (non-renewable).
- When the Chair's term is complete, they may remain as past chair.
- PWLE committee members must be CPS members. CPS **will provide full membership** to PWLE committee members as long as PWLE is an active member and for the duration of participation on the CPS committee.
- PWLE CPS members, who bring expertise to the committee. The PWLE members will be recruited by the existing committee (according to membership selection- see appendix A).

Process

PWLE Chair responsibilities

- Preside over PWLE meetings. In the absence of the Chair, the role and duties of the Chair shall be performed by the Vice-Chair or designate.
- Provide reports to the Board of Directors at scheduled board/ leadership meetings including the AGM.
- Liaise with the CPS office and President as necessary.
- Lead committee member selection.
- Establish working groups as needed, with the Vice Chair.

PLWE Vice Chair Responsibilities

- Attend CPS leadership meetings; when the chair is unable to attend.
- Support Chair in preparing reports to the Board
- Liaise with the CPS office as necessary
- Establish working groups as needed, with the Chair.
- Have all powers and perform all the duties of the Chair in the absence of the Chair.



PWLE Past Chair

- Serve as an advisor for the Chair.
- Have all powers and perform all the duties of the Chair in the absence of the Chair and the Vice Chair

The PWLE Committee's Responsibilities

- Provide lived experience expertise to best inform the Canadian Pain Society Board, Leadership team, its various committees and special interest groups concerning its vision and mission.
- Provide guidance and support effective governance of the Board and Leadership team through the inclusion of people with the lived experience of pain.
- Liaise with CPS PWLE committee members and provide support as needed.
- Assist in identifying gaps in committee members and recruit accordingly.
- Review and update committee's policies when needed.
- Work closely with the SPC ASM committee to ensure PWLE are present as attendees, presenters and supported during the ASM.
- Work closely with all CPS committees to support them in their role and initiatives.
- Share minute responsibilities with PWLE committee members, excluding chair and vice chair.

Trainee and scientist/ researcher/ clinician responsibilities

- Bring expert opinion and advice to the deliberations of the PWLE committee.
- Share minute responsibilities with PWLE committees' members, excluding chair and vice chair.

The Committee Members

- Attend PWLE committee meetings. Every effort should be made for committee members to attend and participate in meetings and working assignments identified by the committee.
- Live with chronic/ persistent pain or be a caregiver of someone living with pain
- Serve for a minimum two-year term.
- Complete CIHR IMHA patient engagement training. (<https://cihr-irsc.gc.ca/e/53268.html>)
- Demonstrate accountability, openness, and leadership.

Meetings

- Committee will hold monthly meetings, with the option for a summer break.
- PWLE from CPS Committees may be invited to join meetings as guests.
- Special meetings can be called by the Chair or/ and Vice chair.
- Meetings will be virtual.

Membership Selection

- All PWLE committee potential members will be invited to apply, notification to CPS members, organizations with PWLE, CPS social media platforms etc.



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- Committee is to identify potential new members through a members selection process, which can include an interview and application process, i.e., letter of interest. Committee members will identify skills needed prior recruitment. Those who meet the criteria may be followed up by an interview. (Refer to appendix A)

Appendix A

Guidelines for membership selection for PWLE

Selection guide is to help ensure diversity, equity and inclusion are met. The member selection guide is informed from stakeholders' responses, from the 2022 interviews survey.

- Must live with chronic pain, or and be a caregiver
- Chair must live with chronic pain

Recruitment considerations should be but not limited to the below:

- PWLE feels comfortable in sharing their voice, perspectives, and willingness to speak freely, collaborate and work with others, and willingness to keep up on pain literature.
- Aim to include a diversity of perspectives from but not limited to, the youth, other PWLE organizations i.e., MS, underrepresented groups, education, poverty, race, and disability.
- Aim to include robust experiences, educational background, and skills
- Identify if PWLE has a personal agenda, should have no personal agenda
- Minimize barriers to participation

Appendix B

Membership selection for trainee and scientist/clinician/ researcher positions

- Committee will vet the applications brought forward.