

# Expert Patient common role – criteria for use

## Step 1 - check your engagement meets this criteria

Description of services:	An individual with lived experience of a particular health or other condition who will be part of a focus group or other interactive process to help support research or teaching  Not to be used for medical actor
Maximum value of engagement to use common role:	£1000 if fee is higher, HMRC CEST tool must be used to complete a specific employment assessment

**Step 2 – carefully check all responses on the Pre-NESA Questionnaire (PNQ) for your engagement match all of the responses in the assessment below (this is essential to ensure the University adheres to HMRC employment status regulations)**

If responses on your PNQ do not match any of the responses in the assessment below, you must use the HMRC CEST tool (see step 3b of the [NESA webpage](#)).

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<b>Who are you?</b>	Hirer
<b>Does the worker provide their services through a limited company, partnership or unincorporated association?</b>	No
<b>Has the worker already started working for your organisation?</b>	No
<b>Will the worker be an office holder?</b>	No
<b>Do you have the right to reject a substitute?</b>	No
<b>Would the worker have to pay their substitute?</b>	Yes

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## **Control**

<b>Does your organisation have the right to move the worker from the task they originally agreed to do?</b>	No, that would require a new contract or formal working arrangement
<b>Does your organisation have the right to decide how the work is done?</b>	No, the worker solely decides
<b>Does your organisation have the right to decide the worker's working hours?</b>	No, your organisation and the worker agrees
<b>Does your organisation have the right to decide where the worker does the work?</b>	No, the task sets the location

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## **Financial risk**

<b>Will the worker have to buy equipment before your organisation pays them?</b>	No
<b>Will the worker have to fund any vehicle costs before your organisation pays them?</b>	No
<b>Will the worker have to buy materials before your organisation pays them?</b>	No
<b>Will the worker have to fund any other costs before your organisation pays them?</b>	No
<b>How will the worker be paid for this work?</b>	A fixed price for the project
<b>If your organisation was not happy with the work, would the worker have to put it right?</b>	No, the work is time-specific or for a single event

### **Worker's Involvement**

<b>Will you provide the worker with paid-for corporate benefits?</b>	No
<b>Will the worker have any management responsibilities for your organisation?</b>	No
<b>How would the worker introduce themselves to your consumers or suppliers?</b>	This would not happen

### **Worker's Contract**

<b>Does your organisation know who will be doing this work?</b>	Yes
<b>Does this contract stop the worker from doing similar work for other organisations?</b>	No
<b>Is the worker required to ask permission to work for other organisations?</b>	No

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**Are there any ownership rights relating to this contract?** No

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**Has the worker had a previous contract with your organisation?** (see PNQ 2.6) Yes or No

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**Is the current contract the first in a series of contracts agreed with your organisation?** No

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**Does the current contract allow for it to be extended?** No

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**Will this work take up the majority of the worker's available working time?** (see PNQ 2.6) No

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**Has the worker done any self-employed work of a similar nature for other clients in the last 12 months?** (see PNQ 2.6) Yes or No

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