**Patient and Public Involvement Contributor Pool**

If you would like us to share details of your Patient and Public Involvement project with members of our PPI Contributor Pool, please complete as many of the details in the project below as possible, and email this form to claire.murray@oxfordhealth.nhs.uk

In using the PPI Contributor Pool you agree to following best practice in relation to reimbursing your PPI contributors for their time and expenses. Further guidance on best practice in patient and public involvement can be found in the [NIHR Public Involvement Standards](https://sites.google.com/nihr.ac.uk/pi-standards/standards) and the ‘Ten Tips for Involvement’ and ‘Principles’ included at the end of this form.

If you would like support in developing your PPI activities then please do get in touch with Claire, or visit our [Resources for researchers](https://oxfordhealthbrc.nihr.ac.uk/patient-and-public-involvement/resources-for-researchers/) webpage, which includes the PPI Payment Policy and an Introduction to PPI for Research Staff guide.

**PPI Project Planning Form**

|  |  |
| --- | --- |
| **Your name** |  |
| **Your department** |  |
| **Your email** |  |
| **Research project title** |  |
| **PI for research project** |  |
| **Outline of research project** |  |
| **Purpose of involvement***What difference do you anticipate involving patients and the public will make to your project?* |  |
| **Point(s) in research cycle for involvement activities** |  |
| **What PPI activities are you are planning?** |  |
| **Where will the PPI activity take place?** |  |
| **What experience or interests would you like PPI contributors to have?***I.e. patient, carer, area of mental health, treatment experience***How many people would you like to involve?** |  |
| **Why will it be of interest or value for people to be involved?** |  |
| **What are the contact details for interested PPI contributors?**  |  |
| **When would you like the involvement activity to take place?** |  |
| **Will you provide reimbursement for time and expenses? What payment will you offer for time?***The OH BRC payment policy is published on this* [*webpage*](https://oxfordhealthbrc.nihr.ac.uk/patient-and-public-involvement/resources-for-researchers/)*.* |  |
| **Would you be happy to feedback about the difference PPI has made to your project; & to ask your PPI contributors about their experience?**  |   |

**Ten tips for involvement**

**1) Start early:** Give yourself time to plan properly. The most successful PPI projects are well thought through, and consider from the outset how PPI can influence your research at different stages of the research cycle, and who you might need to work with to make your PPI a success.

**2) Identify your purpose:** Start with thinking about why you are carrying out PPI, what will patients and public contributors bring to your research? Identify what difference they can make, and how they might benefit from involvement.

**3) Who are you looking for:** What experience or skills are you looking for, be specific. Think through the purpose for the PPI opportunity and what that tells you about the PPI contributors who can make the biggest difference to your research.

**4) Find your contributors:** Where are the people you are looking for spending their time? Which organisations or services are they in contact with, what activities do they take part in, or what websites do they visit? How will you communicate your involvement opportunity to encourage people to work with you?

**5) Chose the most appropriate method:** Which method is best will depend upon the point in the research cycle, the purpose of the involvement, and the group or community you are working with. Consider how to ensure your contributors are safe and supported. Often PPI is based around a focus group or research advisory group, but CLAHRC Oxford have developed a guide to [Inventive Involvement](https://www.clahrc-oxford.nihr.ac.uk/for-researchers/inventive-involvement) which shares a wider range of tools.

**6) Think about practicalities and support:** When and where will you run your involvement? What timing and location will be most convenient for your contributors? What support or information will your contributors need to enable them to participate? How will you [refund expenses and make payment](https://oxfordhealthbrc.nihr.ac.uk/wp-content/uploads/2017/07/OHBRCCRF_PPIPaymentPolicy_forResearchers_FINAL.docx) for your contributor’s time? What resources or extra help will you need to deliver the PPI activities well?

**7) Communicate clearly:** Make sure you use plain language and avoid jargon when communicating with potential patient and public contributors. (The [Plain English Campaign](http://www.plainenglish.co.uk/) have some useful guidance.) Make sure your communication format and design is appropriate for your target audience.

**8) Keep in touch:** Feedback to your PPI contributors on how their involvement has influenced your research project. Ask whether they would be interested in hearing how the project develops and about future opportunities for involvement.

**9) Make it a two-way process:** Can you work with PPI contributors to design the involvement from the outset? Working together to develop opportunities can help build positive relationships and improve the experience of involvement.

**10) Make time to evaluate:** After your PPI activities are complete, reflect on how well they delivered on the purpose you identified. What went well and what could have been improved? Ask your contributors about their experiences of being involved.

**Patient and Research Group Principles**

The Oxford Health BRC strategic PPI group has developed a set of principles that guide our patient and public involvement work:

* There is mutual respect between group members, who are supportive of each other, non- judgemental, respect difference and listen to people’s views.
* Everyone is equal.
* We have collective responsibility for the group.
* We respect the time each member of the group contributes and seek to ensure time is shared equally between us.
* We will maintain confidentiality of group discussions and members.
* We will treat each other as we would like to be treated ourselves.
* We will listen actively and show respect, especially during lively discussions.
* We will use clear and concise information – no acronyms or jargon.
* It’s O.K. to have a bad day.
* We take responsibility for looking after ourselves and will take time out if we need it.
* We will assume good will.
* If we challenge, we will challenge the statement and not the person.