

## Supporting people to engage effectively

**Briefing people is really important for the success of your involvement activity. Commissioners can share this checklist with people prepared to get involved.**

### Patient and carer representatives checklist

- Do I fully understand the purpose of the involvement activity?
- Do I feel confident to undertake this role? Do I need support?
- Do I know who is arranging this activity? Do I have the person's contact details?
- Do I know who I am representing? Myself as an individual or a wider group?
- Are wider community views inputting into this work?
- Does the person responsible for the involvement understand my role?
- Do I have the time to commit to this?
- Do I know where the meeting is and how to get there? Will anyone meet me?  
Are the facilities appropriate/accessible? Is parking available?  
How long the meeting will last?
- Is there a briefing sheet or Terms of Reference that I can have?
- Will I get the agenda and information in advance?
- Have I been asked to supply any information in advance?
- Who else will be attending? Is there a deputy if I can't make it?
- Is there any conflict of interest with my role in other organisations/groups?
- Will the minutes be made public? Do I know how to report back to others?
- Who is responsible for paying any expenses and do I know how to claim?

**Don't forget: provide feedback to people about how their involvement has influenced your decision making.**

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