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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For more information about Involving People contact involvingpeople@helpandcare.org.uk or visit involvingpeople.org