

Public and Patient Involvement Design Brief

This simple template is designed to facilitate thinking about how to approach patient and public involvement activity. The questions below can be used to prompt conversation about how this fits with your project, what it is you want to understand from and with people, all the way through to how you will demonstrate people have influenced your project. It is not meant to be a replacement for your existing project planning tools but an aide memoire specifically for PPI. It can be adapted and changed accordingly.

1. Project background (include brief project overview, evidence for undertaking the project, findings from existing PPI)

Add details here

2. What are the outcomes the project is seeking to achieve? Please list below.

We want to:

- Item 1
- Item 2
- Item 3

3. What do we specifically want to know from people (public, patients, carers)?

Add details here

4. What do we need people's views for? What will this influence? Be clear what they can influence and what they can't from the outset. *If people cannot influence the work, do not involve them.*

Add details here

5. What is the suggested approach to this work? Use ***Involving People PPI Toolkit*** to help think this through.

Add details here

6. What resources do you need to do this work? What are the timeframes?

Using the ***Involving People PPI toolkit***, consider what resources you will need and the timeframes you will work within. The list below are suggestions and not exhaustive.

- Research and review what has been done elsewhere/ previously
- Design of the patient involvement to meet outcomes of project
- Recruitment of people
- Collect data (ethics)
- Expenses / incentives
- Design of the analysis, analysis and report writing
- Evaluation of the process and feedback to those involved
- If applicable, have you spoken to your communications team who can help promote your engagement work, e.g. attracting participants, sharing the final report?

Activity	Lead	Timeframe	£/resources

7. Considerations for recruitment of people

The list below are suggestions and not exhaustive.

- Patient experience vs. public engagement (Do you need to involve patients/service users/carers or do you need people with their view as the public?)
- Variety of experiences, diagnosis, etc.
- Geographical split (rural vs conurbation)
- Inclusion, accessibility and diversity differences in experiences and outcomes (Have you done an Equality Impact Assessment and considered the Accessible Information Standard in your communications?)
- Time since treatment / experience
- What's in it for the person
- If you will be covering expenses and if so, for what (e.g. phone data, transport, respite care). Remember to check the ***NHS Reimbursing expenses and paying involvement payments***. For information relating to those on income-related Employment and Support Allowance (ESA) and their expenses, see ***this guide***.

8. What are the limitations and risks of undertaking this project in the way you have decided? Can these be minimised and if so, how and by whom?

If too risky, reconsider your proposed approach.

Limitation/risk	Mitigation

9. At the end, how will you know, demonstrate and share the difference the PPI has made to your project? If you need more guidance, refer to the ***Involving People PPI toolkit***.

Add details here

Contact Details: If you have any questions, please contact involvingpeople@helpandcare.org.uk or visit www.involvingpeople.org