Public and Patient Involvement (PPI) Governance Checklist

Thank you to **Healthwatch England** who originally developed this tool and guidance on minimising research bias at the end of this document, which both have been adapted by Involving People for engagement purposes.

Quality Control	Y/N or N/A	Comments or considerations

Developing PPI Questions
 	
• Overall does the PPI ask the right question? Share your thinking about how you have come to this conclusion.
• Has consideration been given to how the findings will be used?
• Is the PPI design appropriate for the question being asked?
• Has any potential bias been addressed?
• Have ethical considerations been assessed and addressed appropriately?
• Have you completed the Equality Impact Assessment and considered the Accessible Information Standard?
• Has risk been assessed where relevant and does it include?
    1. Risk to well-being
    2. Reputational risk
    3. Legal risk		

Quality Control	Y/N or N/A	Comments or considerations
• Have appropriate resources been accessed and used to conduct the PPI? • Where relevant have all contractual and funding arrangements been adhered to?		
Data Management • Is the collection, analysis and management of data clearly articulated within the PPI design? • Has data retention and security been addressed appropriately? • Have the DPA/GDPR and FOIA been considered and requirements met? Do you need to complete a **data protection/privacy impact assessment?**		
Thinking about PPI Subjects • Have all relevant legal requirements been adhered to ensure that the well-being of participants has been accounted for? i.e. the Mental Capacity Act • Has appropriate care and consideration been given to the dignity, rights and safety of participants? • Were participants clearly informed of how their information would be used and assurances made regarding confidentiality/anonymity?		

Quality Control	Y/N or N/A	Comments or considerations
Collaborative Working • Where work is being undertaken in collaboration with other organisations have protocols and policies been clearly understood and agreed, including the development of a clear contractual agreement prior to commencement? • Have any potential issues or risks that could arise been mitigated? • Has [Organisation] reputation been maintained and the independence of local HW (our partners) been maintained?		
Quality Assurance • Has a quality assurance process been incorporated into the design? • Has quality assurance occurred prior to publication? • Has peer review been undertaken?		
Conflicts of Interest • Have any conflicts of interest been accounted for?		
Intellectual Property and Publication • Does the PPI consider intellectual property rights, authorship and acknowledgements as per organisational requirements? • Is the PPI accessible to the public? • Are the PPI findings clearly articulated and accurate?		

Quality Control	Y/N or N/A	Comments or considerations
Evaluation and Impact • Have recommendations been made for improving the service? • Has the service provider taken action based upon the recommendations? • Is there a plan in place to evaluate the changes made by the service provider?		

Top tips for minimising engagement bias

- Involve multiple engagement staff and more than one person to code the data. If more than one person is involved in collecting and analysing the engagement feedback/data, then the chances of personal views influencing the findings will be minimised.
- Consider using more than one method of data collection. This will help test the consistency of your findings.
- You can ask the participants to review your results, to see whether your interpretations represent their beliefs accurately.
- Verify your findings with external data sources, such as similar work by other Healthwatch or other organisations. If their findings support your interpretations, you can be more confident about your results.
- Be clear about the outcomes you want to achieve through your engagement.
- Be inclusive and involve as diverse groups as possible.
- Understand and consider the needs and requirements of the participants.
- Be aware of issues that may cause bias in your results.

- Mitigate issues to prevent any bias.
- Be transparent and honest about your approach.