

Consider	Examples
What is expected of members	<ul style="list-style-type: none"> • Time commitment for reading/reviewing materials and attending/participating in meetings. • To actively participate/contribute. • To comply with the code of conduct. • Conflicts of interest are identified. • Confidentiality is respected. • Commitment to the core aim of area of work. • Act with integrity. • Respect and value the input of all group members.
Period of engagement	<ul style="list-style-type: none"> • Specific timeframe or project lifespan. • Agreed end date.
Costs/expenses incurred	<ul style="list-style-type: none"> • Out of pocket reimbursement policy and time-frame for submitting claims and paying expenses. • Consider a remuneration option. • Room requirements and additional costs involved. • Facilitation or advocacy costs.
Administration arrangements to support Involvement	<ul style="list-style-type: none"> • Induction. • Information and training provided. • Agreed support provided, e.g. prior preparation for meetings, debriefing, etc. • Meeting dates agreed in advance. • Arrangements in place to facilitate access to information/documentation, e.g. password protected access to website, email, hard copies. • Accessibility options – teleconference, video conference. • Glossary of terms. • Communication arrangements/preferences email hard copy material, etc. • Agreed frequency and location of meetings.
How the Involvement project will be evaluated	<ul style="list-style-type: none"> • Regular questionnaires. • Online surveys. • Workshops • Independent evaluation
Values to adhere to	<ul style="list-style-type: none"> • Respect. • Commitment. • Listening to others. • PPI Standards.
Methodology for recruitment	<ul style="list-style-type: none"> • An open call with appropriate methods that reflect the Involvement opportunity. • Utilise existing Service Users and Carer Involvement groups. • Identify key stakeholders and organisation(s)

Top Tip

It may be useful to develop a ‘we will’ and ‘you will’ approach to this to demonstrate the partnership approach for your Involvement opportunity.

For more information on Involvement, Co-Production and Partnership Working please visit the Engage website.

<http://engage.hscni.net>

KEY

Planning

Doing

Reviewing



PPI - Involving you, improving care

