*The NIHR Health Protection Research Unit in Emergency Preparedness and Response at King’s College London*



**Public & Patient Involvement Plan**

1. ***Introduction***

This document outlines the Public & Patient Involvement (PPI) plan for the NIHR Health Protection Research Unit in Emergency Preparedness and Response (EPR HPRU). The EPR HPRU is led by King’s College London (KCL) in partnership with Public Health England (PHE), the University of East Anglia (UEA) and Newcastle University. This unit brings together expertise in behavioural science and mental health (KCL), outbreak investigation and response (UEA) and medical toxicology (Newcastle) to produce multidisciplinary research to enhance PHE’s ability to minimise the public health impacts of emergencies.

EPR HPRU PPI policy is guided by the INVOLVE definition of public involvement in research as “research being carried out ‘with’ or ‘by’ members of the public rather than ‘to’, ‘about’ or ‘for’ them” (<http://www.invo.org.uk/posttyperesource/what-is-public-involvement-in-research/>). This plan therefore only focuses on activities where the public are actively involved in our research projects and in developing strategic policy for the Unit. Public Engagement activities are covered by the EPR HPRU PPE plan (available at <http://epr.hpru.nihr.ac.uk/about/public-and-patient-involvement>).

THE EPR HPRU is committed to PPI, both in the strategic development of the unit and in individual research projects, as a means of enhancing research quality and relevance to meet the overarching aim of the unit to become an international centre of excellence for applied EPR research. To ensure that we can meet this aim, a PPI subgroup has been formed to provide leadership in strategy development and support for PPI activities across our seven priority work themes. We have also undertaken to regularly review and update our PPI plans to maximise the ongoing effectiveness of our PPI strategy.

1. ***Purpose***

The purpose of this plan is to provide a framework to incorporate PPI at a strategic level and to support the systematic development of PPI across individual work themes and research projects. This plan will be reviewed annually against indicators of success outlined in section 3.2 below and updated as required.

1. ***Programme***

This plan details the programme of activities that will be undertaken at a central management level. PPI plans for individual work themes have been developed by theme leads to ensure that PPI activities are suitable for the needs of individual research projects and are available at http://epr.hpru.nihr.ac.uk/about/public-and-patient-involvement. The central programme of activities outlined in this plan focus on:

* Strategic level PPI implementation
* PPI Quality Assurance
  + Training, mentoring and support
  + Feedback and monitoring
  + Transparency

*3.1 Strategic level PPI implementation*

To ensure PPI is embedded in the Unit at a strategic level we have appointed a lay member to our Independent Advisory Group (IAG). The IAG sits twice a year to provide strategic guidance for the Unit. The IAG will also review PPI plans and provide feedback to the Strategic Group.

A strategic overview of PPI activities across the Unit will be maintained by a PPI subgroup that will oversee PPI activities and report directly to the Management Group. This will encourage consistency across work themes and allow best practice to be shared across the Unit.

*3.2 PPI quality assurance*

The EPR HPRU is committed to ensuring quality in PPI activities through:

* Provision of training for researchers in how to involve the public in research
* Specifying what is expected from public contributors at the start of all PPI activities
* Providing/monitoring feedback on whether these expectations have been met
* Providing a conducive environment for public contributors to feel confident to contribute
* Evaluating PPI activities against pre-specified indicators of success
* Sharing lessons learned/good practice from theme level PPI activities across the Unit
* Annually updating PPI plans in the light of researcher and public feedback on PPI activities
* Making PPI plans and activities publically accessible on the HPRU website

To support each Theme Lead in developing PPI plans and to standardise quality control monitoring across themes, the PPI subgroup provide guidance in the form of briefing notes and templates for plans, terms of office, role description templates and feedback forms.

The PPI subgroup also organise training for researchers in how to involve the public in research, identify external PPI training opportunities and ensure all staff across the Unit are aware of these opportunities.

This plan will be reviewed annually and evaluated against the criteria shown in the table below. If indicators of success are not met, the PPI subgroup will conduct a review to establish whether activities need to be undertaken differently or whether a different approach is required and the plan will be updated accordingly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PPI Activity** | **Review Activity** | **Review date** | **Indicator of success** | **Completion** |
| 2015 PPI Plan development | * Initial review of PPI plan (IAG and Management Group) * Strategy Group review of PPI plan | * IAG review – June 2015 * Management Group review – March 2015 * PPI subgroup annual review – April 2016 | * The Strategy Group approves the 2015 PPI plan | Completed |
| Strategic level implementation | * Review of PPI in IAG * Review of theme level plans for compatibility with overall PPI strategy (PPI subgroup) | * IAG public member feedback - April 2016 * PPI subgroup annual review | * The IAG public member feels that (1) her role was clearly explained, (2) her role is consistent with the job description/terms of reference, (3) her views are taken into consideration, and (4) her role is useful. * The PPI subgroup review indicates that PPI activities to date (both at strategic and theme level) have either supported or changed research plans | Ongoing |
| PPI training, mentoring and support | * Review of process of developing theme level plans * Review of PPI training * Review of theme level PPI activities (based on public and researcher feedback forms\*) | * PPI subgroup annual review | * Theme leads were sufficiently well supported to produce PPI plans for their research projects by the end of April 2015 * Researcher feedback on training events indicates that they were useful * Public feedback on PPI activities indicates that (1) PPI aims were clearly explained, (2) they were given sufficient opportunity to express their views, (3) they found the involvement interesting, and (4) they would be willing to be involved in future research activities * Researcher feedback on PPI activities indicates that these activities were useful and have supported or changed research plans | Ongoing |
| Feedback and monitoring | * Annual review of all PPI plans (Theme Leads) * Review of provision of feedback to public contributors (Theme Leads) * Review of lessons learned | * Theme leads annual PPI review * PPI subgroup annual review | * Theme leads complete annual PPI review and incorporate participant and researcher feedback into updated theme level PPI plans * There is evidence from theme level reviews that feedback has been provided to public contributors following PPI activities * The PPI subgroup share learning points from theme level PPI updates across the Unit | Ongoing |
| Transparency | * Review of website content | * May 2015 | * PPI pages are added to the HPRU website and PPI plans are uploaded by the end of May 2015 | Completed |

\*See Appendix A and Appendix B for sample feedback forms for public and researchers.

1. ***Resources***

£10,000 of central management funds have been set aside to support PPI activities, including honorarium and travel costs for advisory group members, training costs and other costs associated with meetings and workshops with members of the public.

1. ***Leadership***

A PPI subgroup has been formed to provide leadership in strategy development and support for PPI activities across our seven priority work themes. Current membership:

Dr Julia Pearce – PPI Lead

Dr James Rubin - Assistant Director of the Unit

Dr Richard Amlôt - PHE Lead

1. ***Monitoring and Reviewing PPI activities***

All PPI activities will be annually evaluated against pre-specified indicators of success. Indicators of success for this plan are described in section 3.2 above. Indicators of success for PPI activities associated with specific research projects will be identified in theme level PPI plans.

The PPI subgroup will be responsible for evaluating and updating this plan. Theme leads will be responsible for evaluating and updating theme level plans. The next annual review will be taking place in April 2018. All reviews and updates will be completed by 1st May 2018.

1. ***Management and Governance of PPI activities***

Progress in delivering the PPI strategy will be fed directly into the management and governance processes of the Unit through PPI subgroup reports to the Management Group. PPI is a standing item for the monthly Management Group meetings. A summary of all PPI activities and reviews will also be incorporated in the annual report to the NIHR.

**APPENDIX A: PARTICIPANT FEEDBACK FOR WORKSHOP ACTIVTIES**

*The NIHR Health Protection Research Unit in Emergency Preparedness and Response at King’s College London*



**PPI participant feedback**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Were the aims of this consultation exercise clearly explained? |  |  |
| Were you given sufficient opportunity to express your views? |  |  |
| Did you find this workshop interesting? |  |  |
| Would you be willing to engage in this type of consultation exercise in the future? |  |  |
| Would you be interested in further involvement with this particular project? |  |  |
| Would you like feedback on the actions we have taken as part of this consultation? |  |  |
| Would you like to hear about the findings of this research? |  |  |

|  |
| --- |
| If you indicated that you would like to receive further information or take part in future activities, please provide your name and contact details |

|  |
| --- |
| Please use this box to let us know if you have any further comments or questions about this workshop |

**APPENDIX B: SAMPLE RESEARCHER FEEDBACK FORM**

*The NIHR Health Protection Research Unit in Emergency Preparedness and Response at King’s College London*



**PPI researcher feedback**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Do you feel that the aims of this consultation exercise were met? |  |  |
| Do you think this consultation exercise was useful? |  |  |
| Has the consultation exercise changed your research plans? |  |  |
| Is there anything you would do differently next time? |  |  |

|  |
| --- |
| Please make a note of any immediate thoughts about why this exercise was useful / what you learned |

|  |
| --- |
| Please make a note of how this exercise may change your research plans / why plans may not change |

|  |
| --- |
| Please make a note of any immediate thoughts about what could be done differently/better next time |

Please summarise the PPI participant feedback below:

|  |  |  |
| --- | --- | --- |
|  | No of Ps who said Yes | No of Ps who said No |
| Were the aims of this consultation exercise clearly explained? |  |  |
| Were you given sufficient opportunity to express your views? |  |  |
| Did you find this workshop interesting? |  |  |
| Would you be willing to engage in this type of consultation exercise in the future? |  |  |
| Would you be interested in further involvement with this particular project? |  |  |
| Would you like feedback on the actions we have taken as part of this consultation? |  |  |
| Would you like to hear about the findings of this research? |  |  |

Please make a note of any additional comments/suggestions provided by participants that may influence the way that you run PPI sessions in the future