

Patient and Public Involvement and Engagement Good Practice for Researchers

The following are 'Good PPIE Practice Tips' based on the UK Standards for Public Involvement to help you ensure productive and engaging PPIE meetings for both yourself and the members of the Research User Group (RUG) and other public members attending.

Good Communication:

PRIOR TO A MEETING

Provide a **project contact name** to the PPIE request form so that RUG members have a designated person to approach about specific questions related to the study

AT THE FIRST MEETING

Arrive at least 15 minutes before the start of the meeting to **meet and greet** people to put them **at ease**. Follow '**Housekeeping**' guidelines provided by PPIE team

Discuss and agree with members the **different tasks** they may be involved in as the project progresses

Agree **where** and **when** the **future meetings** should be held and what **format** the RUG members would like information to be provided in

Agree how and when you will **communicate** with RUG members throughout the

AT FUTURE MEETINGS

Discussing whether or not the **intended outcomes** for PPIE have been **met**.

Reflecting and reviewing the **impact of PPIE** on your project and considering how will you communicate this back to the RUG members

Reviewing the **role of PPIE** as the project progresses

Building in time at the end of the meeting for members to feedback on **their experience of PPIE** to date and **address any issues raised**

REMEMBER

Ensure that you communicate with RUG members in **plain language** and in an **easy to understand** format. For example, '**You said – We did**'

Give **timely** feedback to RUG members on how they have **made a difference** to your research