

## TOP TIPS FOR PPI (PATIENT & PUBLIC INVOLVEMENT)

### Top Tips to Facilitate Meaningful Patient and Public Involvement (PPI) in Health Research

1. Ensure that the reasons for wanting PPI in the research are well thought through
2. Ensure that appropriate people are approached to get involved in the research
3. Negotiate wherever possible with those providing a PPI perspective about their roles and responsibilities
4. Ensure one person in the research team has lead responsibility for PPI
5. Ensure that PPI activities happen as early as possible so as to maximise the impact of PPI
6. Ensure that researchers and other professionals have adequate training on PPI issues
7. Ensure there are at least 2 people providing a PPI perspective in any activity where they interact with other stakeholders such as clinicians and academics
8. Ensure that each person providing a PPI perspective has their individual support needs identified and addressed
9. Provide relevant training and support for each person providing a PPI perspective
10. Provide a glossary of key terms to each person providing a PPI perspective
11. Identify a mentor among the research team to provide personal support for each person providing a PPI perspective
12. Offer briefing and debriefing meetings for those providing a PPI perspective to discuss issues of concern
13. Ensure adequate payment and expenses are paid to those providing a PPI perspective and that issues relating to benefits are identified and addressed
14. Ensure that meetings with those providing a PPI perspective and other stakeholders are conducted in an atmosphere of mutual respect
15. Agree on ground rules for the conduct of meetings
16. Consider devising and using evaluation forms at each meeting to assess the PPI contribution at each meeting, and to monitor PPI contributions over time