



Patient and Public Involvement and Engagement Strategy, 2023-2028



1.0 INTRODUCTION

The Midlands Patient Safety Research Collaboration (PSRC) is part of the National Institute for Health and Care Research (NIHR) hosted by University Hospitals Birmingham NHS Foundation Trust in partnership with the University of Birmingham.

The Midlands Patient Safety Research Collaboration (PSRC) aims to make care safer for patients by finding ways to prevent errors in our two clinical themes: Acute Care and Maternal Health.

We know that research is better when it involves individuals who have knowledge and experience of the issues being studied.

This Midlands PSRC Patient and Public Involvement and Engagement (PPI/E) Strategy sets out our approach to involving and engaging patients and the public. We want to ensure that people from different communities shape our research by sharing their insights and perspectives based on their unique experiences of care.

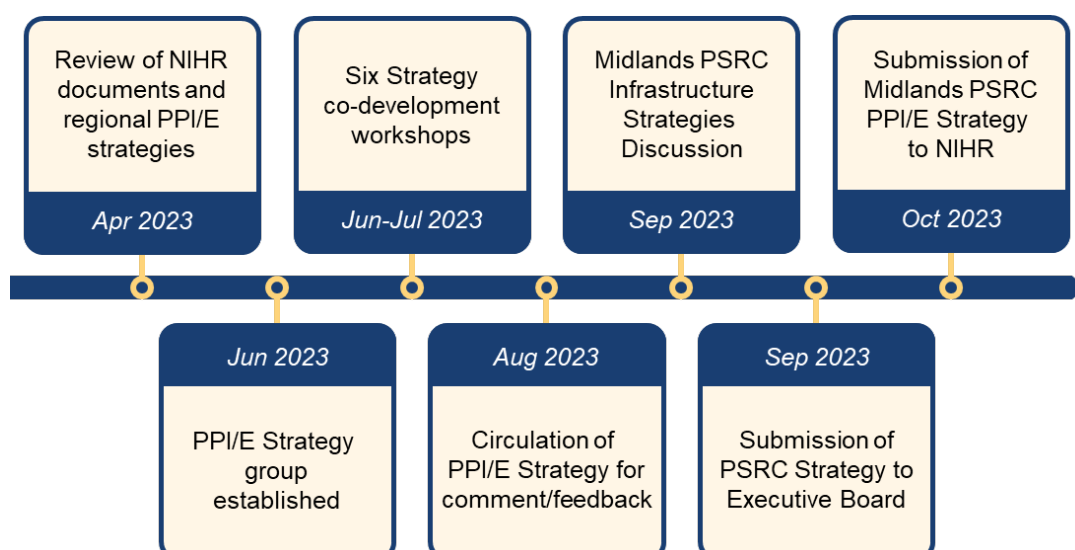
To develop our PPI/E Strategy, we have worked with patients, carers, members of the public, healthcare professionals and researchers. Together, we have developed a vision for involving and engaging patients and the public and six strategic aims, each with its own objectives.

Whilst our Midlands PSRC PPI/E Strategy is ambitious, we have developed a rolling programme of activities with key milestones to keep us on track. We describe the resources available to deliver our activities and the partners and collaborators that will support us to achieve our vision.

We know that developing this PPI/E Strategy is just the start. Throughout our five years, we will reflect on and learn from our experiences of public involvement and engagement. We want to continually improve our ways of working with patients and the public: as we state in our Midlands PSRC PPI/E vision, *putting people at the heart of what we do is key to helping us prevent patient safety errors and make care safer.*

1.1 DEVELOPING THE MIDLANDS PSRC PPI/E STRATEGY

Magdalena Skrybant, Midlands PSRC PPI/E Lead, led the development of the PPI/E Strategy over a period of six months: April to October 2023. A timeline of activities is set out below:



At the outset (April/May 2023), the following documents were reviewed to inform discussions about the Midlands PSRC PPI/E Strategy.

- [NIHR Going the Extra Mile](#) 10 Year Strategy (2015-25) report.
- [NIHR Strategic Priorities for Public Partnership](#).
- [NIHR Race Equality Framework](#).
- Health Research Authority [Shared Commitment to public involvement](#).

As part of the Midlands PSRC commitment to One-NIHR, PPI/E Strategies from the following NIHR Centres were also reviewed to inform strategy discussions for Midlands PSRC:

- [NIHR Applied Research Collaboration West Midlands](#).
- [NIHR Birmingham Biomedical Research Centre](#).
- [NIHR Blood and Transplant Research Unit \(Precision Cellular Therapeutics\)](#).

MIDLANDS PSRC PPI/E STRATEGY GROUP

Five public contributors were recruited through an open process to co-develop the Midlands PSRC PPI/E Strategy. The opportunity for involvement, based on a template co-developed with public contributors, was shared with contributors in public involvement groups already linked to Midlands PSRC Research Themes: The Hildas (Maternal Care Theme) and Acute Care Public Involvement Group. Three of the five contributors were involved in developing the initial application to host the Midlands PSRC.

Each contributor brought their own perspectives and insights on patient safety shaped by their personal experiences of accessing healthcare. The public contributors also had a range of experiences of involvement and engagement in health and care research and some contributors brought experiences of involvement in developing PPI/E Strategies in the region.

With agreement from the public contributors, the [UK Standards for Involvement](#) were chosen as a framework for discussing strategic areas of focus for PPI/E in the Midlands PSRC. Further information about the different stages of developing our PPI/E Strategy and the iterative approach to co-developing each strategic aim and objective is provided in Appendix One.

1.2 ACRONYMS & IMPORTANT DEFINITIONS

The following acronyms appear in our Midlands PSRC PPI/E Strategy:

BWCH	Birmingham Women’s and Children’s Hospital
EDI	Equality, Diversity and Inclusion
GRIPP2	Guidance for Reporting involvement of Patients and the Public 2
NIHR	National Institute of Health and Care Research
PPI/E	Patient and Public Involvement and Engagement
PSRC	Patient Safety Research Collaboration
UoB	University of Birmingham
UHB	University Hospitals Birmingham

This strategy includes both 'Patient and Public Involvement' and 'Public Engagement'. We have used the following terms and definitions in developing our PPI/E Strategy:

- **Involvement:** Research being carried out 'with' or 'by' members of the public rather than 'to', 'about' or 'for' them (from [NIHR](#))
- **Engagement:** The myriad of ways in which the activity and benefits of research can be shared with the public. Engagement is by definition a two-way process, involving interaction and listening, with the goal of generating mutual benefit (from [National Coordinating Centre for Public Engagement](#)).
- **Public:** This includes patients, potential patients, carers and people who use health and social care services, as well as people from organisations that represent people who use services.
- **Public contributor:** people (including carers) with lived experiences of health conditions and care systems who are actively involved in research studies.

We also use terminology from the NIHR Equality, Diversity and Inclusion (EDI) Strategy:

- **Equality:** ensuring that everyone is given equal access to resources and opportunities to utilise their skills and talents.
- **Equity:** trying to understand and give people what they need to achieve their potential; promoting notions of fairness, justice, entitlements and rights.
- **Diversity:** being reflective of the wider community. Having a diverse community, with people from a broad range of backgrounds represented in all areas and at all levels.
- **Inclusion:** an approach where groups or individuals with different backgrounds are welcomed, culturally and socially accepted, and treated equally. Engaging with each person as an individual. A sense of belonging that is respectful of people for who they are.
- **Under-served groups in research:** the [NIHR INCLUDE project](#) identified the term 'under-served' by diverse stakeholders including patients and the public as the most appropriate term through a consensus workshop. The term has subsequently been adopted by the NIHR and more widely. The term reflects the perspective that the research community needs to provide a better service for people in these groups – the lack of inclusion is not due to any fault of the members of these groups. The term 'under-served' reminds us of this perspective in a way that alternative terms such as 'under-represented' do not.

2.0 MIDLANDS PSRC PPI/E PURPOSE

2.1 OUR VISION FOR PPI/E IN MIDLANDS PSRC

To listen, involve and engage people in all activities in the Midlands Patient Safety Research Collaboration.

Putting people at the heart of what we do is key to helping us achieve our vision: to prevent patient safety errors and make care safer.

2.2 OUR VALUES FOR PPIE

Our approach to PPI/E is based on the values of co-production, “*an approach in which researchers, practitioners and the public work together, sharing power and responsibility from the start to the end of the project, including the generation of knowledge*”.¹

The NIHR identified five values of Co-Production. Below, we describe how these values find expression in the Midlands PSRC.

Value	What this means for the Midlands Patient Safety Research Collaboration
Sharing power	<p>Patients and the public are equal partners in the Midlands Patient Safety Research Collaboration.</p> <ul style="list-style-type: none"> • We work together to shape <i>what</i> research we do and <i>how</i> we do our research. • We involve patient and public members in making decisions.
Including all perspectives and skills	<p>We offer inclusive opportunities for people to be involved in the Midlands Patient Safety Research Collaboration.</p> <ul style="list-style-type: none"> • We involve people at the earliest opportunity. • We provide support to enable people to be involved. • We have transparent and fair processes for recruiting contributors to be involved and sharing opportunities for involvement.
Respecting and valuing the knowledge of all those working together	<p>We believe everyone has something unique to contribute to the Midlands Patient Safety Research Collaboration.</p> <ul style="list-style-type: none"> • We respect other people’s views and perspective. • We believe that everyone’s insights and perspectives are of equal importance.

¹ NIHR. Guidance on co-producing a research project, April 2021. (Accessed on: 27/07/23)

Enabling
reciprocity

We want everyone to benefit from public involvement.

- No public contributor will be 'out of pocket' for involvement in the Midlands Patient Safety Research Collaboration.
- We will look for opportunities to 'give back' to patients, public contributors and communities in ways that are beneficial for them.
- We will offer researchers and healthcare professionals opportunities to meet public contributors and develop skills and confidence in involving and engaging patients and the public.

Building and
maintaining
relationships

We will set aside time and resource to build and develop relationships with patients, public contributors and communities.

- We have a dedicated Public Involvement Team for all public contributors in the Midlands Patient Safety Research Collaboration.
- We commit to sustaining relationships through ongoing communications.

3.0 MIDLANDS PSRC PPI/E STRATEGIC AIMS

The Midlands Patient Safety has developed six Strategic Aims that will help us achieve our Vision.

Each Strategic Aim is based on one of the UK Standards for Public Involvement that describes what good public involvement looks like.



Inclusive Opportunities
To offer inclusive opportunities for people to engage and be involved in the Midlands PSRC.
Working Together
To encourage, support and strengthen partnership working that enables patients and the public to have real influence in all activities in the Midlands PSRC.
Governance
To embed public involvement in the Midlands PSRC and ensure members of the public have real influence at every level of decision-making.
Support and Learning
To deliver high-quality learning opportunities and support to enable meaningful Patient and Public Involvement and Engagement across the Midlands PSRC Community.
Communications
To have clear, timely, and relevant communications with individuals, groups and communities, particularly those traditionally under-represented in research.
Impact
To embed a culture of sharing/gathering feedback, evaluating and reporting PP/E to capture the impact of public involvement and contribute to the evidence-base.

4.0 MIDLANDS PSRC PPI/E STRATEGIC OBJECTIVES

4.1 INCLUSIVE OPPORTUNITIES

OUR AIM:

To offer inclusive opportunities for people to engage and be involved in Midlands Patient Safety Research Collaboration.

TO ACHIEVE THIS, WE WILL:

1. Dedicate time to reflect on and Identify barriers that may prevent individuals, groups and communities from being engaged and involved in the Midlands Patient Safety Research Collaboration.
2. Draw on national guidance, examples of best practice, and the expertise and local knowledge of public contributors, to develop innovative and creative strategies for engaging and involving individuals, groups and communities, in particular those traditionally under-represented in research.
3. Co-develop physical and online materials/resources with our public contributors to encourage people from a wide range of backgrounds to be involved.
4. Share opportunities for involvement through PPI/E, community and charity networks using a range of communication methods and appealing to different individuals, groups and communities.
5. As far as practicable, offer choice and flexibility about how people can be involved (e.g. virtual meetings, events at different times and places).
6. Have open, transparent and inclusive recruitment of new public contributors.
7. Ensure financial implications do not influence a person's choice to engage or be involved through offering honoraria payments (service involvement fee) and reimbursing expenses using flexible methods.
8. Work with public contributors to develop engagement plans to share our research findings. In addition to identifying key audiences relevant to the research focus, we will consider different methods of sharing the findings in ways that are appropriate and accessible.

4.2 WORKING TOGETHER

OUR AIM:

To encourage, support and strengthen partnership working that enables patients and the public to have real influence in all activities in the Midlands PSRC.

TO ACHIEVE THIS, WE WILL:

1. Ensure shared understanding for public contributors and researchers on the purpose, roles, responsibilities and expectations related to PPIE.
2. Invest time in developing relationships with each other so everyone feels comfortable and has confidence to provide feedback on public involvement experiences and discuss what's working well and not so well.
3. Use experience, knowledge, and insights from public contributors to shape our understanding of what 'good' partnership working looks like. This includes understanding of equitable and fair relationships where all contributions are valued.
4. Dedicate time at initial meetings with public contributors to discuss and agree preferred ways of working. Discussions should include frequency and format of meetings and preferred methods of communication.
5. Identify new initiatives that can support and enhance joint working.
6. Provide regular feedback to show how people's contributions have been recognised, addressed and influenced the Midlands PSRC.

4.3 GOVERNANCE

OUR AIM:

To embed public involvement and ensure patients and members of the public have real influence at every level of decision-making in the Midlands PSRC.

TO ACHIEVE THIS, WE WILL:

1. Appoint a Public Involvement Lead with overall responsibility for developing and implementing the Midlands PSRC PPI/E Strategy and a dedicated budget to support PPI/E activities.
2. Recruit public contributors from diverse backgrounds to a Public Advisory Group to support the development and implementation of the Midlands PSRC PPI/E Strategy.
3. Create regular opportunities to monitor, review and report on the Midlands PSRC PPI/E Strategy implementation.
4. Embed public contributors from the Public Advisory Group in Midlands PSRC decision-making bodies.

5. Draw on existing knowledge and experience of involving public contributors in governance to embed public contributors as equal members of decision-making bodies.
6. Adhere to national and local guidance on safe, fair, lawful and transparent processing and storage of personal data relating to PPI/E.

4.4 SUPPORT AND LEARNING

OUR AIM:

To deliver high-quality learning opportunities and support to enable meaningful Patient and Public Involvement and Engagement across the Midlands PSRC Community and in our regional and national networks.

TO ACHIEVE THIS, WE WILL:

1. Establish the Midlands PSRC PPI/E Lead on the Midlands PSRC Capacity, Capability and Culture Committee and give them overall responsibility for supporting PPI/E knowledge and skill development.
2. Assess public contributors' and researchers' learning needs in patient and public involvement when they first join the Midlands PSRC and annually thereafter.
3. Co-create an accessible training programme in different formats to support the learning and development of public contributors and researchers.
4. Create and maintain a bank of resources for public contributors and researchers about patient and public involvement.
5. Ensure training and development opportunities include opportunities to learn about Equality, Diversity and Inclusion.
6. Contribute to our host Trust (University Hospitals Birmingham) Public Involvement network and the West Midlands regional network for Public Involvement.
7. Share experiences of public involvement in a patient safety context with the wider NIHR Patient Safety Research Collaboration network.

4.5 COMMUNICATIONS

OUR AIM:

Have clear, timely, and relevant communications with patients, public contributors, groups and communities, particularly those traditionally under-represented in research.

TO ACHIEVE THIS, WE WILL:

1. Provide information that people can understand in formats that are accessible and provide access to communication support (e.g. printing documents in large font size).

2. Co-develop a clear communication plan for PPIE to enable ongoing engagement, conversations and sharing opportunities with communities and individuals from across the region.
3. Use a broad range of inclusive and flexible communication methods with contributors and local communities.
4. Co-develop the ways in which we meet the communication needs and preferences of people that the Midlands PSRC engages and involves.

4.6 IMPACT

OUR AIM:

To embed a culture of sharing/gathering feedback, evaluating and reporting PPIE to capture the impact of public involvement and contribute to the evidence-base.

TO ACHIEVE THIS, WE WILL:

1. Provide resources and support for researchers and public contributors to reflect on and evaluate and capture the activity, benefits and challenges of public involvement, including the impact on public contributors and research.
2. Review and revise the PPI/E Delivery plan (at least once a year) so that new learning can support better impact.
3. Use GRIPP2, the international guidance for reporting public involvement in research, to report public involvement activities.
4. Celebrate public involvement activities, through sharing examples of involvement from across Midlands PSRC.
5. Maximise opportunities to undertake research to better understand the role and contribution of public contributors in patient safety research.

5.0 ROLLING PROGRAMME OF PROJECTS AND ACTIVITIES

To deliver our Strategic Aims and Objectives, we have a rolling programme of projects and activities that is designed to ensure PPI/E is embedded at project, theme and central levels of the Midlands PSRC (Appendix 2). The rolling programme includes key milestones and measures of success.

6.0 RESOURCES

The Midlands PSRC will draw on the following resources to ensure successful delivery of its PPI/E Strategy:

- Experienced staff.
- Dedicated PPI/E budget.
- Comprehensive training and development portfolio.
- Regional PPI/E and One-NIHR networks.
- National NIHR PSRC networks.

6.1 STAFF

Midlands PSRC has experienced and skilled staff to support the development and delivery of the PPI/E Strategy.

CENTRALLY-BASED STAFF RESOURCE

Magdalena Skrybant (0.2 FTE) is the dedicated **Public Involvement and Engagement Lead** for the Midlands PSRC. Magdalena has oversight and overall responsibility for Public Involvement in the Midlands PSRC.

Magdalena is supported by a **Research Fellow** (1.0 FTE), who will support the central operations of Midlands PSRC and support contributing to the PPI/E evidence base through capturing examples of PPI/E in Patient Safety Research.

Administrative support for PPI/E activities is provided by the Midlands PSRC Programme Manager and administrator.

THEME-BASED STAFF RESOURCE

Our two themes, Maternity and Acute Care, draw on the expertise and experience of existing PPI/E Groups linked to each Theme. Midlands PSRC provides resource to support the administration and operations of these groups.

6.2 BUDGET

Midlands PSRC has a dedicated PPI/E budget to support activities involving and engaging patients and members of the public.

BUDGET FOR PUBLIC INVOLVEMENT ACTIVITIES

The Rolling Programme of Projects and Activities (Appendix 2) demonstrates the range of ways public contributors are involved in Midlands PSRC. The PPI/E Lead and Midlands PSRC Manager manage this budget to ensure that activities have sufficient resources, including payment of public contributors for their time and expenses.

HONORARIA AND EXPENSES

As set out in the Strategic Aim on 'Inclusive Opportunities' (Section 4.1.7), the Midlands PSRC has a commitment to ensuring that financial implications do not influence a person's choice to be involved in research. In addition to offering honoraria payments to recognise people's contributions, aligned to NIHR recommendations (currently £25.00 per hour), we provide provision for out-of-pocket expenses, such as travel expenses, contributions to mobile/broadband costs or childcare/carer costs.

6.3 TRAINING AND DEVELOPMENT

The Midlands PSRC PPI/E Lead is responsible for ensuring all members of the Midlands PSRC are supported in involvement activities.

As set out in our Strategic Aim on 'Support and Learning' (Section 4.4), this includes:

- Representation by the PPI/E Lead on the Midlands PSRC Capacity, Capability and Culture Committee.
- Formal and informal training for public contributors on public involvement and research methods.
- Formal and informal training for researchers on public involvement, including regular drop-in sessions and workshops.

6.4 REGIONAL COLLABORATIONS

The Midlands PSRC is committed to working with regional PPI/E Leads to identify opportunities for collaborative working. This includes:

- Active membership and involvement in our host Trust and host institutions PPI/E leadership groups.
- Active membership and involvement in the West Midlands network for organisations that involve patients and the public in research, PILAR (Public Involvement and Lay Accountability in Research). The PPI/E Lead is current co-chair of PILAR.
- Active membership of the regional One-NIHR group.

6.5 NATIONAL COLLABORATIONS

Drawing on experience of working in the NIHR Applied Research Collaboration Public Involvement Community (PIC), the Midlands PSRC will support activities to share knowledge and experiences of involving public contributors in Patient Safety Research. This included membership and active contribution to the PSRC network, SafetyNet.

7.0 PARTNERS AND COLLABORATORS

The Midlands PSRC is a partnership between the three organisations listed below:

- University Hospitals Birmingham NHS Foundation Trust (UHB).
- Birmingham Women's and Children's NHS Foundation Trust (BWCH).
- University of Birmingham (UoB).

The Midlands PSRC also has a commitment to working with the following organisations on patient safety projects:

- West Midlands Academic Health Science Network (AHSN).
- University of Aberdeen.
- Clevermed Limited.
- West Midlands Ambulance Service NHS Trust.
- Shrewsbury and Telford Hospital NHS Trust.
- NHS Birmingham and Solihull Integrated Care Board.
- UK Clinical Research Network.

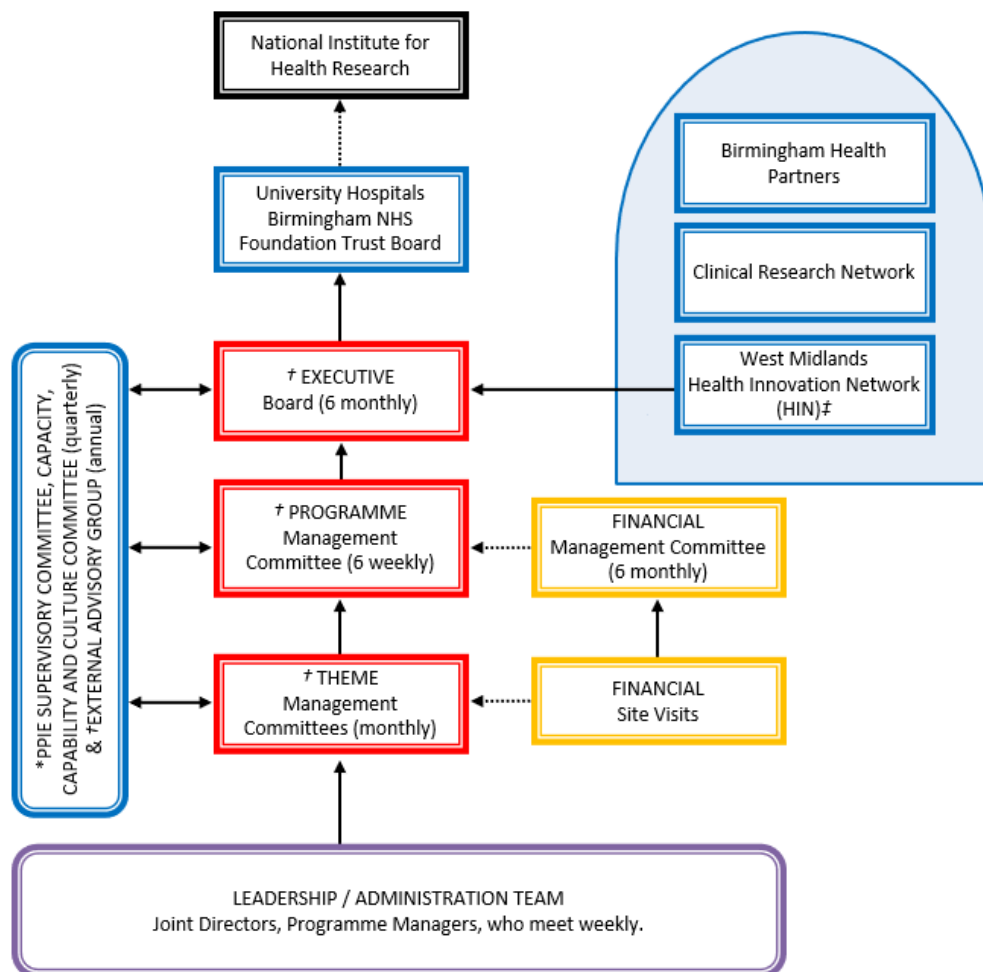
To achieve its PPI/E Strategic Aims and Objectives, Midlands PSRC will work with the following organisations:

National
NIHR Public Partnerships Board NIHR Centre for Engagement and Dissemination NIHR Race Equality Public Action Group NIHR PSRC Public Involvement Community NIHR PSRC SafetyNet
Regional
Voluntary, Faith, Community, Social Enterprise (VFCSE) groups West Midlands regional network for PPI/E: Public Involvement and Lay Accountability in Research (PILAR) One-NIHR (West Midlands regional NIHR Infrastructures) Birmingham Health Partners Midlands Health Alliance NHS and Local Authorities
Local
Local PPI/E Leads and public contributors within partner institutions Local PPI/E Networks (e.g. The Hildas, Acute Care PPI Group) University Hospitals Birmingham PPI/E network University of Birmingham PPI/E Network University of Birmingham Institute of Applied Health Research EDI Working Group

8.0 LEADERSHIP AND LINES OF REPORTING

The Midlands PSRC organogram shows the lines of reporting in the Midlands PSRC.

NIHR Midlands PSRC Organogram



* PPIE: Public and Patient Involvement and Engagement

† Participation from PPIE representatives

‡ Previously known as West Midlands Academic Health Science Network (WM AHSN)

8.1 OVERALL RESPONSIBILITY FOR PPI/E

- The joint Directors of the Midlands PSRC have overall responsibility for the effective delivery of PPI/E in the Midlands PSRC.
- They are supported in this role by the Midlands PSRC PPI/E Lead, who provides day-to-day management, leadership and support on all matters relating to PPI/E.
- Theme Leads will have overall responsibility for PPI/E within their themes.
- Project Leads will have overall responsibility for PPI/E at a project level.

8.2 REPORTING PROGRESS IN DELIVERING THE MIDLANDS PSRC PPI/E STRATEGY

We will develop a supportive culture where Patient and Public Involvement and Engagement is embedded. The chair for the Culture, Capacity and Capability Committee will be rotated between the Midlands PSRC ACD lead, PPI/E lead and the EDI lead, who also leads the NIHR Race Equity and Diversity in Careers Incubator.

The PPI/E Lead (or nominated deputy) will report progress against delivering the Midlands PSRC PPI/E Strategic Aims and Objectives at the following meetings:

- PPI/E Supervisory Committee (Quarterly).
- Midlands PSRC Culture, Capacity and Capability Committee (six monthly).
- Midlands PSRC Programme Management Committee (six weekly).
- Midlands PSRC Executive Board (six monthly).

The PPI/E section of the Midlands PSRC Annual Report provides a formal mechanism for reporting progress against Strategic Aims and Objectives to our funder, the NIHR.

8.3 CAPTURING EXAMPLES OF IMPACT

As set out in the Strategic Aim on Impact (Section 4.6), the Midlands PSRC has a commitment to showing how public involvement has made a difference to activities in Midlands PSRC. Examples of impact will be shared with the Midlands PSRC and wider communities. Methods used to capture examples of impact include developing case studies to showcase examples of PPI/E impact and using GRIPP2 to report public involvement activities.

9.0 ACKNOWLEDGEMENTS

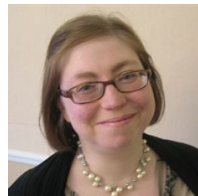
The PPI/E Lead for the Midlands PSRC, Magdalena Skrybant, facilitated the development of the Midlands PSRC PPI/E Strategy and was responsible for producing drafts and refining the document based on feedback.

We are grateful to all members of the Midlands PSRC Community that contributed to the Midlands PPI/E Strategy.

We would like to extend a special thanks to the five members of the Midlands PSRC PPI/E Strategy co-development group: Lisa Richards-Everton, Sarah Markham, Sadia Haqnawaz, Tyra Rehman, Samantha Russell. We are grateful to all members of the co-development group for sharing insights and experiences, for developing our Vision, Strategic Aims and Objectives that are at the core of our Strategy, and providing honest and constructive feedback on each draft.

10.0 FURTHER INFORMATION

For further information about the NIHR Midlands Patient Safety Research Collaboration PPI/E Strategy, please contact the NIHR Patient Safety Research Collaboration Lead, Magdalena Skrybant.



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APPENDIX 1 – CO-DEVELOPING THE MIDLANDS PSRC PPI/E STRATEGY

The Midlands PSRC Patient and Public Involvement and Engagement (PPI/E) Strategy was co-developed over a period of six months (April 2023 – October 2023) with Midlands PSRC public contributors.

Together, we co-developed a clear PPI/E Strategic Vision, underpinned by six Strategic Aims, each with their own objectives. To help ensure we deliver our Strategy, we have a detailed Delivery Plan, which is populated with suggestions from our discussions.

All members of the Midlands PSRC were invited to be involved in shaping the PPI/E Strategy. In addition to commenting on draft versions of the Strategy document, Midlands PSRC members were invited to attend a Strategy discussion meeting.

SHAPING THE MIDLANDS PSRC VISION AND STRATEGIC AIMS

From the start of the journey, a core group of five public contributors was instrumental in shaping the content. In addition to attending six PPI/E Strategy Workshops (June – July 2023), public contributors have commented on draft versions of the Strategy as it evolved and provided honest and constructive feedback. Workshops were recorded to ensure accurate capture of discussions and, wherever possible, the ‘voices’ of our contributors are preserved in the language of the Strategy document.

The meetings, each lasting two hours, took place each week for six weeks.

- Meeting 1 had a focus on developing the vision and underpinning values for the Midlands PSRC PPI/E Strategy.
- Meetings 2, 3 and 4 had a focus on developing strategic aims and objectives: two aims were covered per meeting.
- Meeting 5 provided an opportunity to comment on draft versions of all the strategic aims and objectives.
- Meeting 6 provided an opportunity to comment on final versions of the strategic aims and objectives.

Developing each strategic aim and objective was an iterative process.

- 1) One hour was devoted to reflecting on a UK Standard for involvement and sharing ideas for a strategic aim and supporting objectives for the Midlands PSRC.
- 2) Notes from the discussion were used to draft an initial strategic aim and objective. Particular attention was given to preserving language and terminology used by contributors in discussions.
- 3) Notes and draft versions were circulated to the group. Comments/feedback were invited by email and at the start of the following meeting.
- 4) Draft versions of all strategic aims and objectives were discussed with contributors. This provided an opportunity to streamline the document and ensure consistency.
- 5) A final version of all strategic aims and objectives was created and shared with an opportunity for final refinement.

When the Midlands PSRC Strategy group were satisfied with the PPI/E aims and objectives, they were shared with the wider Midlands PSRC community for feedback/comments. This approach ensured public contributors had power in shaping the core aspects of the Midlands PPI/E Strategy.

Feedback from the wider Midlands PSRC community on the PPI/E Strategy was shared with the PPI/E Strategy group. The group were given opportunities to comment and provide feedback on the final document.

APPENDIX 2 MIDLANDS PSRC PPI/E STRATEGY DELIVERY PLAN

Title	NIHR Midlands Patient Safety Research Collaboration (PSRC) Patient and Public Involvement and Engagement (PPI/E) Strategy Delivery Plan.
Version	Version 1.0
Lead Author	Dr Magdalena Skrybant, Patient and Public Involvement Lead, NIHR Midlands PSRC
Date Approved	22 September 2023, NIHR Midlands PSRC Executive Board
Review Date	01 September 2024

ACRONYMS USED IN THIS DOCUMENT

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NIHR	National Institute of Health and Care Research
PILAR	Public Involvement and Lay Accountability in Research
PPI/E	Patient and Public Involvement and Engagement
PSRC	Patient Safety Research Collaboration
UoB	University of Birmingham
UHB	University Hospitals Birmingham

ABOUT THIS DOCUMENT

Members of the Midlands Patient Safety Research Collaboration (PSRC), including five public contributors, co-developed a Patient and Public Involvement and Engagement (PPI/E) Strategy (October 2023).

The Midlands PSRC has developed the following vision for PPI/E:

To listen, involve and engage people in all activities in the
Midlands Patient Safety Research Collaboration.

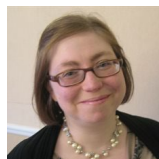
Putting people at the heart of what we do is key to helping us achieve our vision:
to prevent patient safety errors and make care safer.

To achieve its PPI/E vision, the Midlands PSRC PPI/E Strategy has six Strategic Aims, each with its own Objectives.

This document sets out a comprehensive **programme of activities** for each set of Strategic Aims and Objectives. For each activity, there is information about key milestones, persons responsible, and examples of evidence of completion.

The NIHR Midlands PSRC PPI/E Lead, supported by people as identified in the document, has overall responsibility for ensuring completion of activities on time and to a high-standard.

For further information about the NIHR Midlands Patient Safety Research Collaboration PPI/E Strategy, including monitoring and reporting, please consult the Midlands PSRC PPI/E Strategy or contact the NIHR Patient Safety Research Collaboration PPI/E Lead, Magdalena Skrybant.



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Inclusive Opportunities				
1.0	Aim 1: To offer inclusive opportunities for people to engage and be involved in Midlands Patient Safety Research Collaboration.			
1.1	Dedicate time to reflect on and Identify barriers that may prevent individuals, groups and communities from being engaged and involved in the Midlands Patient Safety Research Collaboration.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
1.1.1	Dedicate time to consider potential barriers to public involvement in Midlands PSRC and how these can be overcome in Midlands PSRC PPI/E Induction meeting.	Yr 1	PPI/E Lead, Research Fellow, Public Contributors.	Notes from PPI/E Induction meeting, including action plan.
1.1.2	Taking account to the changing needs and priorities for communities, set aside time In Quarterly PPI/E meetings for ongoing discussions about barriers to public involvement in Midlands PSRC and how these can be overcome.	Ongoing	PPI/E Lead, Research Fellow, Public Contributors	Notes from Quarterly PPI/E meetings.
1.1.3	Provide support to Midlands PSRC researchers and contributors through Drop-In Sessions and PPI/E training to consider potential barriers to involvement, as identified by Midlands PSRC contributors, and consider inclusive approaches to involving individuals, groups and communities in individual projects.	Ongoing	PPI/E Lead, Research Fellow, Researchers, Public Contributors	Drop-In Sessions notes. Workshop slides.
1.1.4	Signpost public contributors to Midlands PSRC PPI/E Lead to highlight barriers to involvement and engagement at the earliest opportunity so these can be addressed wherever possible.	Ongoing	PPI/E Lead, Public Contributors	Induction materials, Midlands PSRC Website.
1.1.5	Create and maintain a list of barriers identified by public contributors to effective involvement/engagement and actions/strategies adopted by Midlands PSRC to overcome these.	Ongoing	PPI/E Lead, Research Fellow	Document with information about identified barriers to involvement.
1.2	Draw on national guidance, examples of best practice, and the expertise and local knowledge of public contributors, to develop innovative and creative strategies for engaging and involving individuals, groups and communities, in particular those traditionally under-represented in research.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
1.2.1	Create a repository of resources, available on the Midlands PSRC website, with links to national guidance and resources on inclusive involvement and engagement.	Ongoing	PPI/E Lead, Research Fellow	Dedicated section on Midlands PSRC website.
1.2.2	Include training on inclusive approaches to public involvement and engagement in PPI/E workshops, accessible to researchers and contributors.	Ongoing	PPI/E Lead, Research Fellow	PPI/E Workshop slides.

1.2.3	Share latest national guidance and resources to Midlands PSRC Community in Programme Management meetings, PPI/E meetings and through Midlands PSRC Newsblog.	Ongoing	PPI/E Lead, Research Fellow	Notes from PMC/Quarterly PPI/E meetings. Newsblog articles.
1.2.4	Create and maintain resources available to Midlands PSRC community of local information and resources that support and enable inclusive involvement (e.g. information about local accessible venues, companies that cater for different communities, translator/interpreter services).	Ongoing	PPI/E Lead, Research Fellow	Repository of materials.
1.2.5	Work with local NIHR Infrastructures, Higher Education Institutions and NHS Trusts to support local initiatives that create and develop sustainable links with local partners, organisations and communities to engage diverse audiences in research.	Ongoing	PPI/E Lead, Research Fellow	Correspondence with partner organisation, notes from meetings.
1.3	Co-develop physical and online materials/resources with our public contributors to encourage people from a wide range of backgrounds to be involved.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
1.3.1	Co-develop materials (e.g. posters, information leaflets, website content) to promote Midlands PSRC and its activities.	Yr 1	Programme Manager, PPI/E Lead, Research Fellow, Public Contributors	Promotional materials to advertise Midlands PSRC.
1.3.2	Hold a workshop with public contributors to co-develop template documents (email/posters/information sheet) that can be used to recruit public contributors to specific opportunities for involvement/engagement in Midlands PSRC.	Yr 1	PPI/E Lead, Research Fellow, Public Contributors	Template documents for involvement opportunities.
1.3.3	Working with public contributors, review template documents (email/posters/information sheet) that can be used to recruit public contributors to opportunities for involvement/engagement in Midlands PSRC.	Ongoing	PPI/E Lead, Research Fellow, Public Contributors	Notes from discussions, Template documents for involvement opportunities.
1.3.4	Hold workshop/discussions with public contributors to develop design and content for a dedicated PPI/E section of the Midlands PSRC website, ensuring the layout is engaging, accessible and easy to navigate.	Yr 1	PPI/E Lead, Research Fellow, Public Contributors	Workshop notes, Midlands PSRC website.
1.4	Share opportunities for involvement through PPI/E, community and charity networks using a range of communication methods and appealing to different individuals, groups and communities.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
1.4.1	Publish opportunities to be involved and engage with Midlands PSRC on Midlands PSRC website using templates co-developed with public contributors (See 1.3.2).	Ongoing	PPI/E Lead, Research Fellow	Midlands PSRC website.

1.4.2	Share opportunities to be involved and engage with Midlands PSRC in dedicated PPI/E communications using templates co-developed with public contributors (See 1.3.2).	Ongoing	PPI/E Lead, Research Fellow	PPI/E updates/communications.
1.4.3	Share opportunities to be involved and engage with Midlands PSRC through regional Public Involvement networks (e.g. PILAR, One-NIHR), community, voluntary, faith and third sector organisations (e.g. Birmingham Voluntary Services Council, local Healthwatches), and national platforms (e.g. People in Research).	Ongoing	PPI/E Lead, Research Fellow, Researchers	Advertisements/promotional campaign.
1.5	As far as practicable, offer choice and flexibility about how people can be involved (e.g. virtual meetings, events at different times and places).	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
1.5.1	Set aside time at the start of projects/initiatives to understand contributors' preferred ways of working and consider how these can be accommodated.	Ongoing	PPI/E Lead, Research Fellow, Researchers, Public Contributors	Notes from meetings.
1.5.2	Set aside time to review contributors' preferred ways of being involved and consider any changes that could be made.	Ongoing	PPI/E Lead, Research Fellow, Researchers, Public Contributors	Notes from meetings.
1.6	Have open, transparent and inclusive recruitment of new public contributors.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
1.6.1	Hold a workshop with public contributors to co-develop a transparent and inclusive process to recruit public contributors to Midlands PSRC, drawing on examples of best practice from regional/national PPI/E infrastructures.	Yr 1	PPI/E Lead, Research Fellow, Public Contributors	PPI/E recruitment process.
1.6.2	Co-develop materials for recruitment process (e.g. promotional materials, role description) with public contributors to ensure information is clear and accessible.	Yr 1	PPI/E Lead, Research Fellow, Public Contributors	PPI/E recruitment process documents.
1.6.3	Recruit public contributors to Midlands PSRC using process and materials co-developed with public contributors.	Yr 1	PPI/E Lead, Research Fellow, Public Contributors	PPI/E recruitment process documents.
1.6.4	Publish co-developed recruitment process on Midlands PSRC website to show how public contributors were recruited to Midlands PSRC.	Yr 1	PPI/E Lead, Research Fellow, Public Contributors	PPI/E recruitment process documents.

1.7	Ensure financial implications do not influence a person's choice to engage or be involved through offering honoraria payments (service involvement fee) and reimbursing expenses using flexible methods.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
1.7.1	Develop a clear policy and process for paying honoraria/expenses to public contributors in a timely manner.	Yr 1	PPI/E Lead, Research Fellow	Payment Policy/Process document.
1.7.2	Share resources (e.g. cost calculator) and offer support through drop-in sessions/PPI/E Workshops to researchers to ensure public involvement/engagement activities are costed appropriately.	Ongoing	PPI/E Lead, Research Fellow	Drop-In Session summary notes, training resources.
1.7.3	Provide transparent and clear information about honoraria/expenses available for each opportunity.	Ongoing	PPI/E Lead, Research Fellow, Researcher	Opportunity for Involvement.
1.7.4	Ensure honoraria/expenses processes align to national guidance (e.g. NIHR Guidance on Payment for Public Contributors).	Ongoing	PPI/E Lead, Research Fellow	Payment Policy/Process document.
1.7.5	Signpost public contributors to support available through NIHR (e.g. Guidance documentation for Public Contributors and dedicated support through Citizens Advice Bureau).	Ongoing	PPI/E Lead, Research Fellow	Payment Policy/Process document, Midlands PSRC website.
1.8	Work with public contributors to develop engagement plans to share our research findings. In addition to identifying key audiences relevant to the research focus, we will consider different methods of sharing the findings in ways that are appropriate and accessible.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
1.8.1	Dedicate time in the project design stage for public contributors and researchers to consider suitable ways of sharing research, relevant audiences, and resources required.	Ongoing	PPI/E Lead, Research Fellow, Researchers, Public Contributors	Project dissemination plans.
1.8.2	Use regular opportunities (e.g. National Clinical Trials Day, Pint of Science, World Patient Safety Day) to engage local/regional/national and international communities with Midlands PSRC research.	Ongoing	PPI/E Lead, Research Fellow, Programme Manager.	Midlands PSRC presence at regular events.
1.8.3	Use links with regional NIHR partners through One-NIHR network to identify opportunities to promote Midlands PSRC research with large and diverse audiences.	Ongoing	PPI/E Lead, Research Fellow	Event programmes.

Working Together				
2.0	Aim 2: To encourage, support and strengthen partnership working that enables patients and the public to have real influence in all activities in the Midlands PSRC.			
2.1	Ensure shared understanding for public contributors and researchers on the purpose, roles, responsibilities and expectations related to PPI/E.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
2.1.1	Working in partnership with public contributors, co-design clear role descriptions for public contributors involved in Midlands PSRC PPI/E activities.	Yr 1	PPI/E Lead, Research Fellow, Researchers, Public Contributors	Role descriptions, Opportunities for Involvement.
2.1.2	Working in partnership with public contributors, co-design clear role descriptions for public contributors involved in Midlands PSRC governance. This includes role descriptions on Midlands PSRC PPI Supervisory Committee/Programme Management Committee and Executive Board.	Yr 1	PPI/E Lead, Research Fellow, Public Contributors	Role descriptions.
2.1.3	Create and share guidance for Midlands PSRC on different public contributor roles and examples of ways they can be involved throughout research.	Ongoing	PPI/E Lead, Research Fellow	Training materials, resources on website.
2.1.4	For each project/initiative, develop clear plans to clarify the aims, methods and approaches to public involvement and identify how the impact of activities can be reported.	Ongoing	Researchers/ Public Contributors	Project protocols/PPI/E plans/meeting notes.
2.1.5	Create a dedicated Public Involvement and Engagement section on Midlands PSRC, providing information about public involvement in the Midlands PSRC and roles of public contributors.	Yr 1	PPI/E Lead, Research Fellow	Midlands PSRC website.
2.2	Invest time in developing relationships with each other so everyone feels comfortable and has confidence to provide feedback on public involvement experiences and discuss what's working well and not so well.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
2.2.1	Invite public contributors to Midlands PSRC Launch event to meet members of the Midlands PSRC community.	Yr 1	PPI/E Lead, Public Contributors	Midlands PSRC Launch guest list.
2.2.2	Invite public contributors to present at Midlands PSRC Launch event to share their motivations for being involved in Midlands PSRC.	Yr 1	PPI/E Lead, Public Contributors	Midlands PSRC Programme.
2.2.3	Create a template for short biographies that can be used by Midlands PSRC members, including public contributors, to share prior to initial meetings and in introductory materials.	Ongoing	PPI/E Lead, Research Fellow	Biography template.

2.2.4	Set-aside time at the start of meetings for all participants to introduce themselves and encourage building time in meetings to encourage people to network (e.g. refreshments, opening online meetings early for informal discussions).	Ongoing	Midlands PSRC	Meeting notes.
2.2.5	Extend invitations to public contributors to Midlands PSRC events (e.g. lectures, seminars)	Ongoing	PPI/E Lead, Research Fellow, Programme Manager.	Communications to public contributors.
2.2.6	Invite Midlands PSRC members to PPI/E Supervisory Committee meetings to meet public contributors and share information about their research.	Ongoing	PPI/E Lead, Research Fellow, researchers, Public Contributors.	PPI/E Supervisory Committee Meeting notes.
2.3	Use experience, knowledge, and insights from public contributors to shape our understanding of what 'good' partnership working looks like. This includes understanding of equitable and fair relationships where all contributions are valued.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
2.3.1	Involve a small group of public contributors (4-6 members) to co-develop Strategic Aims and Objectives of Midlands PSRC PPI/E Strategy.	Yr 1	PPI/E Lead, Public Contributors	Midlands PSRC PPI/E Strategy.
2.3.2	Encourage Midlands PSRC community to highlight examples of public involvement that exemplify good partnership working. With permission, share these examples with the wider Midlands PSRC community in Midlands PSRC meetings (PPI/E Supervisory Committee; Programme Management Committee, Executive Board) and as features in the Newsblog and on the Midlands PSRC website.	Ongoing	PPI/E Lead, Researchers, Public Contributors	Case study examples, meeting minutes (PPI/E Committee, PMC, EB), Newsblog articles.
2.4	Dedicate time at initial meetings with public contributors to discuss and agree preferred ways of working. Discussions should include frequency and format of meetings and preferred methods of communication.	<i>Time Frame</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
2.4.1	Set aside time at the start of projects/initiatives to understand contributors' preferred ways of working and consider how these preferences can be accommodated within the time/funding available.	Ongoing	PPI/E Lead, Research Fellow, Researchers, Public Contributors	Notes from meetings.
2.4.2	Share examples from across the Midlands PSRC of different ways of working in projects, themes, central governance, highlighting flexible approaches to working together.	Ongoing	PPI/E Lead, Research Fellow, Researchers, Public Contributors	Repository of examples of ways of working.

		<i>Time Frame</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
2.5	Identify new initiatives that can support and enhance joint working.			
2.5.1	Share examples of innovative ways of working with public contributors in the Midlands PSRC (e.g. PPI/E Supervisory Committee; Programme Management Committee, Executive Board) to inspire and encourage new ways of working.	Ongoing	PPI/E Lead, Research Fellow.	Notes from meetings.
2.5.2	Invite Midlands PSRC members to attend monthly PPI/E discussion group (hosted by NIHR Applied Research Collaboration (ARC) West Midlands), to discuss latest academic publications/resources on PPI/E and take learnings to Themes/projects.	Ongoing	PPI/E Lead.	Communications to Midlands PSRC.
		<i>Time Frame</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
2.6	Provide regular feedback to show how people's contributions have been recognised, addressed and influenced the Midlands PSRC.			
2.6.1	Co-develop a template with public contributors that can be used by Midlands PSRC researchers to show how contributions have been recognised and addressed.	Yr 1	PPI/E Lead, Research Fellow, Researchers.	Feedback template.
2.6.2	Ensure information publicising Midlands PSRC research includes information about public involvement and ways patients and the public have contributed.	Ongoing	PPI/E Lead, Research Fellow, Programme Manager	Midlands PSRC public-facing materials.

Governance

3.0	Aim 3: To embed public involvement and ensure patients and members of the public have real influence at every level of decision-making in the Midlands PSRC.			
		<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
3.1	Appoint a Patient and Public Involvement Lead with overall responsibility for developing and implementing the Midlands PSRC PPI/E Strategy and a dedicated budget to support PPI/E activities.			
3.1.1	Co-Directors and Midlands PSRC Manager to appoint a dedicated PPI/E Lead and establish them on Midlands PSRC Committees (Capacity, Capability and Culture Committee, Programme Management Committee, Executive Board).	Yr 1	Co-Directors/ Programme Managers	Meeting Terms of Reference.
3.1.2	Co-develop Midlands PSRC Strategic Aims and Objectives with public contributors and produce a Midlands PSRC PPI/E Strategy with support of the wider Midlands PSRC Community.	Yr 1	PPI/E Lead, Public Contributors, Midlands PSRC	Midlands PSRC PPI/E Strategy.

3.1.3	Have a dedicated budget for public involvement activities within Midlands PSRC to be reviewed at Midlands PSRC Finance Meetings.	Ongoing	Co-Directors, PPI/E Lead, Programme Manager.	Midlands PSRC Budget, financial reporting.
3.2	Recruit public contributors from diverse backgrounds to a PPI/E Advisory Supervisory Committee to support the development and implementation of the Midlands PSRC PPI/E Strategy.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
3.2.1	Drawing on guidance and using resources co-developed with public contributors for inclusive opportunities (see Section 1.3.2), recruit 6-10 members to join Midlands PPI/E Supervisory Committee group from local and regional networks.	Yr 1	PPI/E Lead, Research Fellow	Opportunity for Involvement.
3.2.2	Co-Develop and publish on Midlands PSRC website Terms of Reference for Midlands PSRC PPI/E Supervisory Committee with public contributors.	Yr 1	PPI/E Lead, Research Fellow, Public Contributors	Terms of Reference, Midlands PSRC website.
3.3	Create regular opportunities to monitor, review and report on the Midlands PSRC PPI/E Strategy implementation.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
3.3.1	Set aside time in Midlands PSRC PPI/E Supervisory Committee meetings (Quarterly) to discuss progress on implementing the Midlands PSRC PPI/E Strategy, identify issues, and discuss any areas for improvement.	Ongoing	PPI/E Lead, Research Fellow, Public Contributors	Midlands PSRC PPI/E Committee meeting notes.
3.3.2	Present reports updating on progress against delivering Midlands PSRC Strategic Aims and Objectives at the standing PPI/E agenda item on the following Midlands PSRC Committees: Programme Management Committee, Executive Board. Ensure updates highlight areas of best practice and flag issues early, which can be discussed.	Ongoing	PPI/E Lead, Research Fellow	Midlands PSRC PMC/EB minutes.
3.3.3	Produce PPI/E Section of Midlands PSRC Annual Report to funders, NIHR, summarising progress against delivering Midlands PSRC PPI/E Strategic Aims and Objectives.	Ongoing	PPI/E Lead, Research Fellow	Annual Report PPI/E Section.
3.4	Embed public contributors from the PPI/E Supervisory Committee in Midlands PSRC decision-making bodies.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
3.4.1	Drawing on guidance and using resources co-developed with public contributors for inclusive opportunities (e.g. Opportunity for Involvement, Role Description) (see Section 1.3.2), recruit up to 2 public contributors to Midlands PSRC Programme Management Committee.	Yr 1	PPI/E Lead	PSRC PMC Terms of Reference.

3.4.2	Drawing on guidance and using resources co-developed with public contributors for inclusive opportunities (e.g. Opportunity for Involvement, Role Description)) (see Section 1.0), recruit up to 2 public contributors to Midlands PSRC Executive Board.	Yr 1	PPI/E Lead	PSRC EB Terms of Reference.
3.4.3	Provide support to public contributors prior to Committee meetings (e.g. discussing agenda items and Committee documentation) to ensure public contributors are enabled to make meaningful contributions to discussions.	Ongoing	PPI/E Lead, Research Fellow	Role descriptions, Terms of Reference, communications with contributors.
3;5	Draw on existing knowledge and experience of involving public contributors in governance to embed public contributors as equal members of decision-making bodies.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
3.5.1	Establish Midlands PSRC PPI/E Lead on local and regional PPI/E focused committees (e.g. PILAR, WM regional One-NIHR network) to discuss and share resources/best practice that supports effective involvement of public contributors in governance structures.	Ongoing	PPI/E Lead, Research Fellow	Network membership.
3.5.2	Establish Midlands PPI/E Lead on national PSRC PPI/E network to share resources/best practices to support effective involvement of public contributors in governance structures.	Ongoing	PPI/E Lead, Research Fellow	Network membership.
3.6.3	Include section on 'governance' in training/support materials to develop capacity in embedding public contributors as equal members of decision-making bodies.	Ongoing	PPI/E Lead, Research Fellow	Training materials.
3.6	Adhere to national and local guidance on safe, fair, lawful and transparent processing and storage of personal data relating to PPI/E.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
3.6.1	Through consultation with GDPR policies and liaison with legal services and IT services at University of Birmingham, ensure adherence to UK Data Protection laws and guidance for collecting, storing and using data of public contributors.	Ongoing	PPI/E Lead, Programme Manager	Midlands PSRC Data Protection documentation.
3.6.2	Through discussions with public contributors, ensure privacy notices for collecting, storing and using data are clear and accessible.	Yr 1	PPI/E Lead, Research Fellow	Midlands PSRC Privacy Notice.

Support and Learning				
4.0	Aim 4: To deliver high-quality learning opportunities and support to enable meaningful Patient and Public Involvement and Engagement across the Midlands PSRC Community and in our regional and national networks.			
4.1	Establish the Midlands PSRC PPI/E Lead on the Midlands PSRC Capacity, Capability and Culture Committee and give them overall responsibility for supporting PPI/E knowledge and skill development.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
4.1.1	Ensure PPI/E Lead (or nominated deputy) is a member of the Midlands PSRC Capacity, Capability and Culture Committee, participates actively in discussions, and reports on activities relating to PPI/E knowledge and skills development in Midlands PSRC.	Ongoing	Co-Directors, Programme Manager	Midlands PSRC CCC Committee Terms of Reference, meeting minutes.
4.1.2	Ensure areas of overlap between PPI/E Strategy and Equality, Diversity & Inclusion and Training & Capacity Strategies are identified. PPI/E Lead to work with EDI Lead/Training & Capacity Lead to ensure strategic aims/objectives are harmonised and opportunities for collaboration are maximised.	Ongoing	PPI/E Lead, Midlands PSRC EDI Lead, and Training and Capacity Lead	Midlands PSRC CCC Committee minutes.
4.1.3	Create a culture of learning by using Capacity, Capability and Culture Committee meetings as a forum for discussing training and support for PPI/E and acting on decisions made.	Ongoing	PPI/E Lead	Midlands PSRC CCC Committee minutes.
4.2	Assess public contributors' and researchers' learning needs in Patient and Public Involvement when they first join the Midlands PSRC and annually thereafter.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
4.2.1	Ensure clear signposting to Midlands PSRC PPI/E Lead/Research Fellow on external and internal documentation as the dedicated contacts for all learning/support needs relating to PPI/E within Midlands PSRC.	Ongoing	PPI/E Lead, Programme Manager	Midlands PSRC website, Committee documentation.
4.2.2	During initial meetings/discussions involving public contributors (at project, Theme or Central levels), explore any learning/development needs to develop skills/knowledge they might have relating to involvement in patient safety research and how these can be addressed.	Ongoing	PPI/E Lead/ Researchers/ Public Contributors	Meeting notes.
4.2.3	Hold informal meetings with newly-appointed researchers to Midlands PSRC to discuss Public Involvement/Engagement and identify any learning/support needs and discuss how these might be addressed.	Ongoing	PPI/E Lead, Research Fellow, Researcher	Meeting notes/ induction schedule.
4.2.4	Dedicate time in PPI/E Supervisory Committee meetings to discuss support and learning needs and discuss how these can be addressed.	Ongoing	PPI/E Lead, Research Fellow, Public Contributors	PPI/E Supervisory Committee Meeting notes.

4.3	Co-create an accessible training programme in different formats to support the learning and development of public contributors and researchers.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
4.3.1	Working in partnership with public contributors and researchers, consider different ways to develop skills, knowledge and confidence in PPI/E and research topics/methods. This may be on an individual basis or in a group setting, using both formal and informal methods.	Ongoing	PPI/E Lead, Research Fellow, Researchers, Public Contributors	Learning/Development plans. Training notes.
4.3.3	Draw on local/regional/national networks to offer opportunities to join existing training and support activities. This includes a regular programme of activities including: 'Introduction to PPI/E' workshops (offered online and face-to-face), monthly drop-in sessions (offered through regional One-NIHR infrastructure), monthly PPI/E Discussion groups (hosted by NIHR Applied Research Collaboration West Midlands), community researcher training programmes (offered through voluntary and third sector organisations), national webinars/seminars (offered through NIHR Centre for Engagement and Dissemination and NIHR Infrastructure partners).	Ongoing	PPI/E Lead, Research Fellow	Learning/ Development plans, communications to public contributors/ researchers.
4.4	Create and maintain a bank of resources for public contributors and researchers about patient and public involvement.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
4.4.1	Create a dedicated space on the PPI/E pages of Midlands PSRC website to host resources on Public Involvement and Engagement. To ensure an inclusive approach, a hard copy of key documents will be made available with hard copy versions of documents available on request. (See Section 2.1.5).	Ongoing	PPI/E Lead, Research Fellow	Midlands PSRC Website.
4.5	Ensure training and development opportunities include opportunities to learn about Equality, Diversity and Inclusion.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
4.5.1	Recognising the need for diverse and inclusive approaches to involvement, work in partnership with the Midlands PSRC EDI Lead to ensure the Midlands PSRC Community receives training and support on EDI. This includes signposting to resources and toolkits that enable inclusive PPI/E and signposting to local/regional/national training and development opportunities.	Ongoing	PPI/E Lead, Midlands PSRC EDI Lead	Midlands PSRC website. Communications to Midlands PSRC.
4.6	Contribute to our host Trust (University Hospitals Birmingham) Public Involvement network and the West Midlands regional network for Public Involvement.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
4.6.1	Establish PPI/E Lead in Public Involvement Meetings (monthly) led by the PPI/E Lead at the Host Trust, University Hospitals Birmingham NHS FT, to provide updates on activities in Midlands PSRC, share resources and best practice, and maximise opportunities for collaboration.	Ongoing	PPI/E Lead or nominated deputy, UHB NHS FT PPI/E Lead	UHB NHS FT PPI/E Meeting minutes.

4.6.2	Establish PPI/E Lead on the West Midlands regional infrastructure for PPI/E, PILAR (Public Involvement and Lay Accountability in Research (Quarterly) to provide updates on activities in Midlands PSRC, share resources and best practice, and maximise opportunities for collaboration.	Ongoing	PPI/E Lead or nominated deputy	PILAR Meeting minutes.
4.7	Share experiences of public involvement in a patient safety context with the wider NIHR Patient Safety Research Collaboration network.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
4.7.1	Share knowledge, experiences and learnings of involving and engaging patients and the public in Patient Safety research through NIHR PSRC SafetyNet.	Ongoing	PPI/E Lead/Research Fellow, PSRC SafetyNet.	NIHR PSRC SafetyNet minutes and communications.

Communications				
5.0	Aim 5: Have clear, timely, and relevant communications with patients, public contributors, groups and communities, particularly those traditionally under-represented in research.			
5.1	Provide information that people can understand in formats that are accessible and provide access to communication support (e.g. printing documents in large font size).	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
5.1.1	Use initial meetings with public contributors to identify and address communication preferences and support needs of public contributors. This includes routine communication and support required for involvement in PPI/E activities.	Ongoing	PPI/E Lead, Research Fellow, Public Contributors	Meeting notes.
5.1.2	Draw on support available through host institutions to address communication needs. This may include, for example, providing closed captions on videos, offering preferred platforms for online meetings, using preferred providers for translating/interpreting services.	Ongoing	PPI/E Lead, Research Fellow, Programme Manager	Communications in accessible formats.
5.2	Co-develop a clear communication plan for PPI/E to enable ongoing engagement, conversations and sharing opportunities with communities and individuals from across the region.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
5.2.1	Have a single contact address for all PPI/E enquiries and correspondence to Midlands PSRC. There will be mechanisms in place to provide cover for any absences etc.	Ongoing	PPI/E Lead, Research Fellow, Programme Manager	Midlands PSRC Documentation.
5.2.2	Develop a schedule and template for providing updates to Midlands PSRC, ensuring communications are in accessible formats and at appropriate intervals.	Ongoing	PPI/E Lead, Research Fellow, Programme Administrator	Communications to public contributors.

5.2.3	Respond to communications as early as possible, using plain English and personalisation where possible and appropriate. This includes providing agendas, summaries and feedback in a timely fashion and escalating responses where issues have personal or reputational risk.	Ongoing	PPI/E Lead, Research Fellow	Communications to public contributors.
5.3	Use a broad range of inclusive and flexible communication methods with contributors and local communities.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
5.3.1	Promote different ways of contacting Midlands PSRC PPI/E team including: postal address (checked 3 x weekly), dedicated phone number with messaging facility, email with out of office instructions, social media platforms including 'X' (formerly Twitter).	Ongoing	PPI/E Lead, Research Fellow, Programme Manager	Midlands PSRC Documentation.
5.4	Co-develop the ways in which we meet the communication needs and preferences of people that the Midlands PSRC engages and involves.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
5.4.1	Drawing on guidance on plain language and accessible communication methods, work with public contributors to co-develop templates for regular communications (e.g. Opportunities for Involvement, opportunities to engage with Midlands PSRC, regional updates) to ensure information is clear and shared in a consistent way (See Section 1.3.2).	Yr 1	PPI/E Lead, Research Fellow, Public Contributors	Template documents.
5.4.2	Drawing on guidance and best practice examples, work with public contributors to co-develop templates for providing feedback about the impact of PPI/E activities to public contributors and PPI/E Leads.	Yr 1	PPI/E Lead, Research Fellow, Public Contributors	Template documents.
5.2.3	Encourage members of Midlands PSRC to spell out acronyms in full and write in Plain English. Create an 'Acronym Buster' and 'Glossary', updated regularly, that can be used by Midlands PSRC to support accessibility of documents.	Ongoing	PPI/E Lead, Research Fellow, Public Contributors.	Acronym buster and glossary.

Impact				
6.0	To embed a culture of sharing/gathering feedback, evaluating and reporting PPIE to capture the impact of public involvement and contribute to the evidence-base.			
6.1	Provide resources and support for researchers and public contributors to reflect on and evaluate and capture the activity, benefits and challenges of public involvement, including the impact on public contributors and research.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
6.1.1	Make existing frameworks and templates to evaluate public involvement activities available on the Midlands PSRC website.	Yr 1	PPI/E Lead, Research Fellow	Midlands PSRC website.

6.1.2	Use formal training sessions and informal learning opportunities to provide guidance to researchers/public contributors on how to use frameworks and templates to reflect on, evaluate and capture PPI/E activities and impact.	Ongoing	PPI/E Lead, Research Fellow	Midlands PSRC website.
6.2	Review and revise the PPI/E Delivery plan (at least once a year) so that new learning can support better impact.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
6.2.1	Hold an annual workshop with representation from PPI/E Lead, Research Fellow, public contributors and members of the Midlands PSRC to review the delivery plan, capture suggested changes and create a revised version.	Ongoing	PPI/E Lead, Research Fellow, Public Contributors	Notes from meeting. PPI/E Delivery plan.
6.3	Use GRIPP2, the international guidance for reporting public involvement in research, to report public involvement activities.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
6.3.1	Provide a link to the GRIPP2 resource in the PPI/E section of the Midlands PSRC website.	Yr 1	PPI/E Lead, Research Fellow	Midlands PSRC Website.
6.3.2	Use formal training sessions and informal learning opportunities to provide guidance/support to researchers/public contributors on how to use GRIPP2 to report public involvement, using completed examples to contextualise learning.	Ongoing	PPI/E Lead, Research Fellow	Training resources.
6.4	Celebrate public involvement activities, through sharing examples of involvement from across Midlands PSRC.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
6.4.1	Ensure examples of innovative PPI/E and best practice are included in reporting PPI/E at Midlands PSRC Committees (PPI/E Supervisory Committee; Programme Management Committee, Executive Board).	Ongoing	PPI/E Lead.	Committee minutes.
6.4.2	Use Midlands PSRC website, social media platforms and Newsblog and events to celebrate public involvement activities.	Ongoing	PPI/E Lead, Research Fellow, Programme Manager	Midlands PSRC Website, Newsblog.
6.5	Maximise opportunities to undertake research to better understand the role and contribution of public contributors in Patient Safety research.	<i>When</i>	<i>Person(s) Responsible</i>	<i>Evidence</i>
6.5.1	Build on discussions at project, Theme and Central level on public involvement and engagement to identify areas where there are evidence-gaps and explore opportunities to undertake original research.	Ongoing	PPI/E Lead, Midlands PSRC	Project protocols, funding applications.