

## Patient and Public Involvement/Engagement strategy for the National Institute of Health Research, Bristol Biomedical Research Centre (NIHR Bristol BRC)

The BRC Public involvement team, in collaboration with our public contributor strategy group, has developed our Patient and Public Involvement strategy at the NIHR Bristol Biomedical Research Centre (BRC). Together we have developed a vision that situates public involvement at the heart of health research at the Bristol BRC. We believe that this is ethically the right thing to do and that public involvement will improve the quality and relevance of our health research.

### Patient and Public Involvement/Engagement purpose, aims and objectives

The purpose of this public involvement and engagement strategy is to detail how the aims and objectives, developed from our vision, will be incorporated into the governance of the BRC and across its five central themes, Perinatal and Reproductive Health, Surgical Innovation, Nutrition, Mental Health and Cardiovascular Research.

The strategy document is set out in two parts

- Section 1 details the aims and objectives of the strategy
- Section 2 details how the aims and objectives will be delivered.

### Section 1 – Aims and objectives

#### Public involvement aims

1. To ensure that there is a strong public voice in the governance processes of Bristol BRC
2. To ensure that there is active public and patient involvement in all the BRC research themes
3. To ensure that there is effective monitoring of public and patient involvement in all five themes
4. To encourage the diversity of public contributors working with the Bristol BRC
5. To develop tools to carry out 'on the job' assessment of PPI quality and outcomes

#### Our public engagement aims are:

6. To provide information about opportunities to be involved in Bristol BRC research.
7. To support two-way conversation between the public and researchers, providing access to the evidence and information on which their care is based.
8. To support the dissemination of research findings to non-academic audiences
9. To create opportunities where the public can input knowledge, ideas and experiences that may shape the future of research.

#### Collaboration for delivery of Public involvement

Bristol BRC is in a strong position to deliver its aims and objectives due to its collaborative partnership with People in Health West of England (PHWE) (<http://www.phwe.org.uk>). PHWE is a regional public involvement network, formed in 2015. The collaboration includes the West of England Academic Health Science Network, the Local Clinical Research Network West of England, CLAHRC West, and Bristol Health Partners working with the University of the West of England. PHWE members also work closely with the Research Design Service

South West, local Healthwatch organisations, and the Health Protection Research Unit in Evaluation of Interventions.

## Objectives

Delivery of our aims has been broken down into Short, Medium and Long term objectives.

### Short term

- To prioritise the initial public involvement needs of each of the BRC Themes.
- To establish where and how the resources available via our strategic partner, PHWE, can best be utilised across the BRC.
- To establish the BRC's Public Advisory Group (PAG)
- To establish a public involvement/engagement training programme for PhD students and researchers in the BRC.

### Medium term

- To establish policies, procedures and resources to support the appropriate and timely delivery of PPI/E
- To gather feedback on our training programme.
- To develop and refine the programme to ensure our training programme meets the needs of those attending the courses.
- To develop appropriate training to ensure BRC public contributors are able to undertake their role confidently and effectively.

### Long term

- To review and evaluate our model of public involvement/engagement and, based on the results, develop plans for public involvement/engagement in a potential second five years of the NIHR Bristol BRC.
- To upskill researchers across the BRC to feel competent to deliver good quality PPI/E within their work

## Section 2 - Delivery plan for Public involvement/Engagement

The following delivery plan details the ways in which our short, medium and long-term objectives will be implemented.

- A. **Actively work to embed involvement in the work of Bristol BRC (meeting aims 1, 2, 3, 4, 5, 6, 7, 8, 9)**
- The public involvement team will work with those researchers named as the public involvement lead for each given theme. Each researcher will attend a quarterly meeting with the PPI team to report on the PPI activity of his or her theme. This will also be an opportunity for the PPI team to work with the nominated researcher, to resolve issues or concerns that may have developed within their work stream.
  - The public involvement team will provide guidance, resources and support (including support with grant applications, budget developments, role specifications, recruitment, facilitation, reporting and so on) to researchers and public contributors to carry out effective public involvement in their work.
  - The public involvement team will actively support, develop and facilitate involvement activities in identified prioritised projects, as agreed with each research theme and the BRC Chief Operating Officer.

- The team will support the routine monitoring and reporting of involvement activities and outcomes.
- The public involvement team will provide training on PPI/E. Specifically two sessions per year for researchers and one session per year for PhD students. This will ensure that our researchers are upskilled and confident to undertake their own PPI work, under the guidance of the PPI team.
- We will work to provide inclusive opportunities for involvement by building on planned and existing areas of work that focus on specific communities and groups as appropriate to the needs of the BRC.

B. Disseminate research findings to relevant service user and patient groups (meeting aims 4, 6, 7, 8, 9)

- To work with the BRC communications team to ensure that research findings are accessible and written up in plain English.
- To collaborate on the BRC website to ensure an accessible and useful site is developed. The website will host recruitment opportunities, link to resources, news and events. It will describe the work being carried out in BRC themes; provide examples of involvement and list opportunities for public contributors to get involved with our work. The website will be publicised widely to maximise potential traffic (<http://www.uhbristol.nhs.uk/research-innovation/our-research/nihbristolbrc/patient-and-public-involvement>). We will also contribute to the BRC twitter account (@BristolBRC) to ensure that our work and involvement opportunities are disseminated as widely as possible and explore other methods of disseminating our findings, for example through public lectures and workshops

C. Promote public awareness and interest in health research in our area (meeting aim 7, 8, 9)

- Work with the Local Clinical Research Network to develop and define the Research Ambassador role. Promote researcher engagement with public facing events to promote health research opportunities

D. Provide appropriate information about opportunities to be involved in BRC research (aim 4, 6, 7, 8)

- Advertise opportunities to become involved in research via our various networks of public contributors including our fortnightly newsletter, Newsflash. (<http://www.phwe.org.uk/news/newsflash>). These networks will help us to ensure that a diversity of people are offered the opportunity to become involved with the BRC.
- Provide opportunities to support people to access and use the evidence on which their care is based
  - Delivering two Using and Understanding research evidence workshops each year across the region in conjunction with PHWE
  - Developing web-based materials based on the Using and Understanding Research Evidence workshop for the BRC and PHWE website to support people to search for evidence about their care.

E. Evaluate Public involvement quality and outcomes in Bristol BRC (meeting aims 1,2,3,5)

- Working collaboratively with the University of the West of England and PHWE we will develop appropriate processes with which to undertake ongoing quality assessments of the PPI work at the BRC.
- Develop resources and video of the training workshops on the BRC and PHWE website.
- Develop a simple process for reporting PPI outcomes.

## Structural information

### Leadership and reporting

- PPI at the BRC is delivered by an academic lead and a PPI lead, in conjunction with a public involvement facilitator. The BRC is a partner of PHWE and accordingly our PPI leads attend PHWEs strategy group, which meets four times a year.
- The academic lead attends the BRC monthly Management meeting as required. Two public contributors, drawn from our Public Advisory Group, will also be invited to join the Management Group.
- Two public contributors, drawn from our Public Advisory Group will be invited to join the BRC Scientific Advisory Board.

## Resources

### Public contributors

Our greatest resource at the Bristol BRC are our public contributors. The support and development needs of our current members is a central priority for our team, as is the recruitment of future members.

### Collaborative partnerships

The BRCs collaborative partnership with PHWE enables a portfolio of resources that can be accessed and developed. Collaborative work with this network includes,

- Providing a programme of learning and development for public contributors and staff across the collaboration
- Developing and providing public involvement resources and policies as appropriate, for example advice on payment rates for public contributors.
- Developing a single communications point for the West of England that can provide information about public involvement and engagement opportunities, events, and resources, including showcasing good practice via a website and social media.
- Supporting the building of the evidence base on public involvement by developing tools and approaches to support evaluation

### Finances

We have a policy and budget, which allows the Public involvement team to pay for the time and expenses of the public contributors involved in each theme.

### Monitoring and review

- All BRC themes have an identified researcher acting as public involvement liaison with the public involvement team.
- The Public involvement team meets on a monthly basis with the BRC Chief Operating Officer (Currently Hazel Phillips) to review progress.
- The PPI/E Group will set and deliver the strategy for PPI/E, reporting progress to Management Group. The Group will be chaired by the PPI Academic lead and comprise the PPI Fellow, PPI Facilitator, Theme PPI Leads and Communications/Public Engagement Facilitator. The BRC Director, Deputy Director and/or Chief Operating Officer will attend as required. The Group will meet quarterly.

This strategy was written by the BRC PPI team, Associate Professor Andy Gibson, Dr Noreen Hopewell-Kelly and Mike Bell, in collaboration with the BRC PPI strategy group (Stacey Roberts, Vivienne Marsh, Edmund Brooks, Katrina Plumb, Rosamund Syrett, Sarah Blake, Alan Thomas).

This strategy group will form the basis for our ongoing public advisory group (PAG). The PAG will work closely with the PPI team in developing and delivering the PPI strategy. For more information on the Bristol BRC strategy, please contact Noreen.Hopewell-Kelly@UWE.ac.uk

## Definitions

By **'Patient and Public'** we mean patients, potential patients, carers, service users, and members of voluntary, community and service user groups.

By **'Involvement'** we mean having an active role in influencing decisions, particularly early in the development of proposals, so that there is still time for significant influence.

**'Engagement'** is sometimes used synonymously with Involvement, but here Engagement is used to describe the related processes of sharing information and learning from research with the public (including access to evidence that might inform their individual treatment), and the promotion of participation in research.

**'Participation'** is also sometimes used synonymously with 'Involvement', but here is used to describe the role of patients or the public as the subjects or participants in research studies.

**'Research Ambassador'** is someone who, from a public perspective, promotes the benefits of involvement and participation in health research.

**The PPI team** The Bristol BRC provides the public involvement team with administrative support. The team consists of an academic lead, a PPI lead (0.5) and a PPI facilitator (0.5)

## Glossary

PHWE = People in Health West of England

PPI = patient and Public Involvement

NIHR = National Institute for Health Research