

Southampton Primary Care Research Centre Public Involvement & Engagement Strategy 2022-2023

KEY:
 PPI – Patient and public involvement
 PPIE – Patient and public involvement and engagement
 PPM – School of Primary Care, Population Sciences & Medication Education (one of 5 schools within Faculty of Medicine, University of Southampton)
 PCRC – Southampton Primary Care Research Centre (Research group within PPM)
 RDS – NIHR Research Design Service
 SPCR – NIHR School of Primary Care Research (Southampton PCRC is one of the nine centres of the [SPCR](#))
 Wessex PIN - Public Involvement Network

Aim 1: To address barriers to inclusive research (UK Standard Inclusive Opportunities)

Objective: To offer public involvement opportunities that are accessible and that reach people and groups according to research needs

Activity	Achieved	Actions
Developing accessible resources and processes	The Southampton Primary Care Research Centre PPI Steering Group* has: <ul style="list-style-type: none"> developed resources including key documents: guidance for researchers, costing guidance, welcome pack for the public and researchers rebuilt the PPI section of our website with core public contributors to clearly communicate involvement opportunities established an induction process that adapts to the needs of new public contributors 	To further embed and promote accessible and inclusive opportunities for public involvement in research in PCRC and PPM To further embed greater awareness of best practice in accessible opportunities and fair, transparent processes for all researchers within the school
Building diversity in public involvement	The PPIE lead has explored with partner organisations about best practice in recording diversity amongst public contributors	To build systems to record diversity in order to establish a process for assessing diversity in public involvement in research in PCRC and PPM. Analyse existing data to identify current representation and inform future strategy for identifying broad representation on the database
Building long-term sustainable relationships with underserved communities	In collaboration with the Wessex PIN, we have established successful engaging community work with families in Sure Start and the community accessing the Salvation Army New Parent Group	To further develop processes by which researchers can link with underserved communities for involvement and engagement in a variety of research studies.

		<p>To increase links with community groups, particularly with the Salvation Army new parent group, faith groups and/or ethnic minority community groups</p> <p>To use the PPI Newsletter to promote equality, diversity and inclusion</p>
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Aim 2: To work together in a way that values all contributions (UK Standard Working Together)

Objective: To work together in a way that values all contributions, and that builds and sustains mutually respectful and productive relationships

Activity	Achieved	Actions
Valuing PPI steering group	The collaborative and supportive work of the PPI steering group has fostered a productive environment, increasingly involved in all aspects of PCRC work. This has led to development of a larger group PPI Forum (see below)	Continue to support and value the role of the PPI steering group in setting and delivering PPIE strategy
Reviewing processes for public involvement	The PPI steering group has developed an induction process for public contributors and researchers that outlines the support structures, including induction, training and feedback and clarifies mechanisms of remuneration. This has led to chairing of PPI Forum by PPI core contributor	To embed these processes in PCRC. To work towards a shared understanding of roles, responsibilities and expectations of public involvement for each research study, by promoting and signposting to the suite of resources available
Valuing public contributors	Public contributor survey respondents said they were happy with their feedback. Evidenced by growth in numbers, in varied nature of PPI involvement, and by atmosphere of mutual support and value	Continue to value and acknowledge public contributors including through sufficient feedback, ongoing involvement, timely and stress-free remuneration, publications and presentations, and conversations around what makes PPI rewarding

Valuing PPI staff	The PPI steering group has led to greater feedback, advice and support for the PPIE officer and academic lead, as well as greater coordination in linking with processes for remuneration, communications and research management. There is evidence of department support direct to PPIE Officer and also through engagement with PPI core team	Ensure sustainability through review and management of role, workload and support for PPIE Officers
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Aim 3: To promote support and learning opportunities (UK Standard Support and Learning)

Objective: To offer and promote support and learning that builds confidence and skills for public involvement in research

Activity	Achieved	Actions
Identifying needs of public contributors and researchers	The annual PPI survey of public contributor and researcher feedback sought to identify experiences and potential training needs. Based on feedback from public contributors, the PPI steering group have strengthened resources and processes around induction of new public contributors	<p>Continue to survey public contributors and researchers to gain feedback on key information and training needs. Use annual seminar to feedback from survey and provide case studies of projects with particularly strong or innovative PPIE</p> <p>To continue promoting and signposting to PPI resources on the PPI SharePoint</p>
Learning from partner organisations	Members of the PPI steering group attended themed sessions for shared learning and peer support, particularly within the SPCR and Wessex PIN. New learnings and resources are disseminated within PCRC	To continue circulating opportunities to public contributors, researchers and Early Career Researchers for support, shared learning and new resources
Working collaboratively to strengthen capacity and opportunities	We have formed a Training & Resources working group within the Wessex PIN – PPI leads and public contributors. We are developing a programme of training courses which presents researchers with a pathway from beginner to advanced PPI approaches. We are developing new resources to support the public to influence research which has led to talks to interns, medical students shared between PPI core contributors and staff	<p>To gain public involvement in developing a programme of training courses and new resources that will benefit researchers and the public</p> <p>To continue to promote public involvement in research via resources on PPI SharePoint and the PPI Forum, particularly amongst Early Career Researchers</p>

Aim 4: Involve public in research management, regulation, leadership and decision making (UK Standard Governance)

Objective: Involve the public in research management, regulation, leadership and decision-making

Activity	Achieved	Actions
Embedding PPI steering group in governance	The PPI steering group meets monthly to ensure that PCRC is growing, developing and promoting best PPI practice	To continue to secure funding for PPI in Research and Strategy, including remunerating public involvement and PPIE Officer's time
Embedding PPI in decision-making	In the past year public contributors have been involved in research prioritisation, research strategy and funding decisions, and interviewing post-doctoral students and new staff They have also been engaged in similar work with partner organisations, helping to create continuity across institutions, and sharing good practice (in both directions)	Continue to embed public involvement in decision-making and develop best practice in providing support to understand the decision criteria, more time to discuss applications and clarity on final decisions. Review processes after each funding round
Developing PPI forum	In the past year we have established a PPI forum of eight public contributors who are involved in providing feedback and helping to shape early research ideas. We have seen substantial growth	Further promote to researchers the value of early and continuous involvement, feedback and reporting of how PPI has shaped research ideas. We will aim for 3 PPI Forum meetings a year with 3 projects presented at each

Aim 5: To communicate with a wider audience about public involvement and research (UK Standard Communications)

Objective: Use plain language for well-timed and relevant communications, as part of involvement plans and activities

Activity	Achieved	Actions
Communicating opportunities, training, events, webinars, news	We regularly send public contributors' opportunities to get involved in projects. We inform them of training events and webinars (PCRC, SPCR and Wessex PIN) as they arise, and we have produced newsletters to communicate relevant PPI news. We have 50 PPI contributors on the PCRC database	To continue following GDPR guidelines as we add more public members to the PPI database and consider demonstrating further diversity following an update to the online registration form
Sharing learnings from PPI work	The PPIE Officer presented the 'food for thoughts' model of the listening café to some of the Directors and public contributors of the Wessex PIN at the Strategic Oversight meeting. The PPIE Officer	Seek further opportunities to communicate novel PPIE, including conferences, meetings, including paired

<p>Sharing perspectives and learnings with partner organisations and more widely</p>	<p>also shared about the work of the listening café with the Manager of the SPCR and on another occasion with the Head of Engagement in the faculty</p> <p>The PPIE Officer's blog The B side! featured as part of the 'Inspiring Stories' on the Engaged Medicine SharePoint and on Medically Speaking. The PPIE Officer has supported some researchers to write blogs on their experiences of diverse PPI, both of which featured as part of the 'Inspiring Stories': Adam Geraghty with 'developing an inclusive approach to multidimensional measurement of mental health symptoms in people in UK primary care' and Leanne Morrison with 'supporting caregivers of young children experiencing constipation'</p>	<p>presentations or public contributor presentations/blogs/newsletters/social media Increase role of public contributors in communicating to wider audience</p> <p>Develop communications strategy within PCRC for use internally and also for outward facing with University, Trusts, NIHR and other key organisations</p> <p>To look at best practice for promoting and communicating findings/outputs from projects amongst public contributors and amongst underserved communities, using a variety of means including the PPI Newsletter and social media</p> <p>Involve public contributors in developing and delivering communications strategy</p>
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Aim 6: To identify and share the difference that public involvement makes to research (UK Standard Impact)

Objective: Seek improvement by identifying and sharing the difference that public involvement makes to research

Activity	Achieved	Actions
<p>Annual PPI seminar</p>	<p>At the PPI Seminar, two public contributors shared their experiences of involvement, one of which shared their experience and involvement in engaging community work with the 'finding out together' team delivering the 'listening café' sessions with families in an underserved community. One of the researchers presented a case study of their experience having conversations with families around the subject of their research topic at a community event</p>	<p>Continue to explore ways of demonstrating impact, such as 'case studies' and sharing with the Centre, public contributors and wider audiences</p> <p>In 2022-23 we will hold a seminar to highlight ways in which we have sought to include people from diverse backgrounds, particularly ethnic minority backgrounds, in research and public involvement/engagement and share learning from this</p>
<p>Developing systematic recording of impact of PPI</p>	<p>The PPIE Officer has been working with the Research Manager to develop processes for systematically recording impact of public involvement and reflecting on changes, benefits and learning resulting from public involvement</p>	<p>Develop strategy for recording and assessing impact of public involvement in research, together with core public contributors, including adding columns for PPI in database of new grants and seeking examples of innovative or</p>

<p>Wessex PIN – Impact tool (Carmel McGrath, PhD student)</p>	<p>Within the Wessex PIN, we are developing a new planning and impact resource that will help researchers with, planning, funding, collaboration, reflection, impact. This is awaiting dissemination</p>	<p>extensive PPIE to share via blogs or seminars. Develop feedback form for public contributors and researchers to complete during and at the end of projects</p> <p>To collect information from researchers who might be interested in piloting the planning and impact tool</p>
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*Southampton Primary Care Research Centre PPI Steering Group is made up of public contributors, PPIE officers and lead, research administrator, research manager and Head of Primary Care Research Centre