**

# Training workbook

# To accompany the training package for Wales 2020

# Reflective Questions as published in UK Standards for Public Involvement November 2019

It is important to complete the feedback on page 9

in order to be sent a certificate

Inclusive Opportunities

Offer public involvement opportunities that are accessible and that reach people and groups according to research needs.

*Research to be informed by a diversity of public experience and insight, so that it leads to treatments and services which reflect these needs.*

**The questions below may help you reflect on and decide if you meet the standard:**

Are people affected by and interested in the research involved from the earliest stages?

Fill your answer in this space:

Have barriers to involvement, such as payment for time or accessible locations for meetings been identified and addressed?

Fill your answer in this space:

How is information about opportunities shared, and does it appeal to different communities?

 Fill your answer in this space:

Are there fair and transparent processes for involving the public in research, and do they reflect equality and diversity duties?

Fill your answer in this space:

Is there choice and flexibility in opportunities offered to the public?

Fill your answer in this space:

## Working Together

Work together in a way that values all contributions, and that builds and sustains mutually respectful and productive relationships.

*Public involvement in research is better when people work together towards a common purpose, and different perspectives are respected.*

**The questions below may help you reflect on and decide if you meet the standard:**

Has the purpose of public involvement been jointly defined and recorded?

Fill your answer in this space:

Have the practical requirements and arrangements for working together been addressed?

Fill your answer in this space:

Have all the potential different ways of working together been explored, and have these plans and activities been developed together?

Fill your answer in this space:

Is there is a shared understanding of roles, responsibilities and expectations of public involvement?

Fill your answer in this space:

Have individuals’ influence, ideas and contributions’ been recognised and addressed?

Fill your answer in this space:

## Support and Learning

Offer and promote support and learning opportunities that build confidence and skills for public involvement in research.

*Remove practical and social barriers that stop members of the public and research professionals from making the most of public involvement in research.*

**The questions below may help you reflect on and decide if you meet the standard:**

Is there a range of support to address identified needs?

Fill your answer in this space:

Have specific resources been designated to support learning and development opportunities for both the public, researchers, and staff?

Fill your answer in this space:

Do the public know where to go for information and support about public involvement?

Fill your answer in this space:

Is there a culture of learning by doing, building on and sharing that learning for researchers, staff and the public?

Fill your answer in this space:

## Communications

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

*Communicate with a wider audience about public involvement and research, using a broad range of approaches that are accessible and appealing.*

**The questions below may help you reflect on and decide if you meet the standard:**

Has a communications plan been developed for involvement activities?

 Fill your answer in this space:

Are the needs of different people being met through inclusive and flexible communication methods?

Fill your answer in this space:

Are processes in place to offer, gather, act on and share feedback with the public?

Fill your answer in this space:

Are you sharing your public involvement learning and achievements, good and bad?

Fill your answer in this space:

## Impact

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

*****Understand the changes, benefits and learning gained from the insights and experiences of patients, carers and the public.*

**The questions below may help you reflect on and decide if you meet the standard:**

Are the public involved in deciding what the assessment of impact should focus on, and the approach to take?

Fill your answer in this space:

Is it clear what information to collect to help assess impact, including who has been involved and how?

Fill your answer in this space:

Are there processes in place to help reflect on public involvement?

Fill your answer in this space:

Are the changes, benefits and learning resulting from public involvement acted on?

Fill your answer in this space:

## Governance

Involve the public in research management, regulation, leadership and decision making.

*Public involvement in research governance can help research be more transparent and gain public trust.*

**The questions below may help you reflect on and decide if you meet the standard:**

Are public voices heard, valued and respected in decision making?

Fill your answer in this space:

Are public involvement plans in place that are regularly monitored, reviewed and reported on?

Fill your answer in this space:

Is there visible and accountable responsibility for public involvement throughout the organisation?

Fill your answer in this space:

Are realistic resources (including money, staff, time) allocated for public involvement?

Fill your answer in this space:

Is the privacy of personal information protected by collecting and using it in a suitable way?

Fill your answer in this space:

**Your feedback**

Please complete the following [Evaluation Form](https://forms.office.com/Pages/ResponsePage.aspx?id=uChWuyjjgkCoVkM8ntyPrtBjhBVcjwJJn7tkuzFERuJUREZCRzlFSktZQUVQMUJWUzlKQklaQUlUTi4u) in order to receive your certificate.