

Why devise a PPI Plan?

PPI is about partnership working between all those involved in research and improvement for quality health services and care, to help ensure patient needs are met. Partnerships take time to develop and in order to ensure any project involves the right people at the best time and in the most useful way, it is important to plan at the earliest opportunity. This planning template is designed for use with any team (improvement or research-focused) that wishes to implement a quality and safety related project. It works best if it is completed in discussion with others so that ideas and experiences can be shared. It guides through 6 steps as follows:

<p>1. Why do you want to involve people?</p> <ul style="list-style-type: none"> • Why is involving patients and/or the public in this project a good idea? • Is anyone already involved? • What needs to be done better? • Are you trying to gain information/expertise from the patients/the public? • Do you want patients/the public to do something they are not currently doing? • Do you want them know something they do not currently know? 	<p>2. What specific benefits do you hope for by involving patients/the public?</p> <ul style="list-style-type: none"> • Benefits to those who get involved? • Benefits to the public? • Benefits to current patients? • Benefits to staff? • Benefits to the project's outcomes?
<p>3. Who do you need to involve?</p> <ul style="list-style-type: none"> • Which particular groups of patients/the public need to be involved? • Do different people need to be involved at different stages, and for different purposes? 	<p>4. Where will you find these people?</p> <ul style="list-style-type: none"> • Will you find these people in groups, or as individuals? • What links with these people are already in place? • Who can help you reach these people?

5. Which methods suit?

<i>Giving Information</i>	<i>Getting Information</i>	<i>Forums for Debate</i>	<i>Participation</i>	<i>Partnership</i>
Exhibitions	Citizen's panels	Focus groups	Citizens' Juries	Community development
Leaflets & written documents	Open surgeries Patient diaries	Meetings with patients & carer groups	Expert Patients Health panels	Large group processes
The press	Radio or live phone-ins Self completed questionnaires Interviews	Public meetings Seminars Targeting interested people	Shadowing Story telling	
← Social media →		Adapted from a diagram by: Bedfordshire Healthcare Authority		

<p>6. How will impact be measured?</p> <ul style="list-style-type: none"> • Involvement (e.g. numbers/experiences) • Intended benefits (step 2) 	<p>For guidance on using this template, contact: Claire.marsh@bthft.nhs.uk 01274 383926</p>
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Patient & Public Involvement (PPI) in improving quality & safety in health care



*A step-by-step planning template for
improvement specialists & researchers*

Name of improvement or research project:

Aim of project:

1. Why?

Why do you want to involve people?

3. Who?

Who do you need to involve?

5. Methods

What will you actually do?

2. What?

What specific benefits do you hope for by involving people?

4. Where?

Where will you find these people?

6. Impact

How will you know your PPI activities have been successful?