

## Supporting people to engage effectively

Briefing people is really important for the success of your involvement activity. Commissioners can share this checklist with people prepared to get involved.



### Patient and carer representatives checklist

- Do I fully understand the purpose of the involvement activity?

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- Do I feel confident to undertake this role? Do I need support?

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- Do I know who is arranging this activity? Do I have the person's contact details?

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- Do I know who I am representing? Myself as an individual or a wider group?

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- Are wider community views inputting into this work?

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- Does the person responsible for the involvement understand my role?

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- Do I have the time to commit to this?

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- Do I know where the meeting is and how to get there? Will anyone meet me?  
Are the facilities appropriate/accessible? Is parking available?  
How long the meeting will last?

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- Is there a briefing sheet or Terms of Reference that I can have?

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- Will I get the agenda and information in advance?

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- Have I been asked to supply any information in advance?

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- Who else will be attending? Is there a deputy if I can't make it?

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- Is there any conflict of interest with my role in other organisations/groups?

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- Will the minutes be made public? Do I know how to report back to others?

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- Who is responsible for paying any expenses and do I know how to claim?

**Don't forget:** provide feedback to people about how their involvement has influenced your decision making.

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For more information about Wessex Voices contact Sue Newell, Wessex Voices Project Manager at [sue.newell@helpandcare.org.uk](mailto:sue.newell@helpandcare.org.uk) or visit [wessexvoices.org](http://wessexvoices.org)

  
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