

NIHR/WT Cambridge Clinical Research Facility Public Involvement, Engagement and Participation (PPIE) Strategy 2017-22

Strategy core components: *PPIEP purpose, aims and objectives*

The National Institute for Health Research (NIHR) Cambridge Clinical Research Facility (CRF) will work together with the NIHR Cambridge Biomedical Research Centre (BRC) and associated infrastructure, NIHR BioResource for Translational Research for Common and Rare Diseases and Cambridge Clinical Trials Unit to deliver joined up patient and public engagement and involvement. The CRF will also delivery independent engagement and involvement for patients and public specific that are specific to the CRF, undertake activities to recruit healthy volunteer studies and undertake activities in partnership with other CRFs aligned to the UKCRF Network Patient and Public Involvement and Engagement strategy.

We aim to:

Provide a range of opportunities to patients and the public to expand the number and diversity of groups that can become involved in our research work by working with young people and children; delivering engagement activities within the local community: providing work experience opportunities; showcasing our work at science week and on international clinical trial day; involving patient research ambassadors in the design, delivery and evaluation of our PPIE work.

A program of activities and projects to be delivered by the CRF is listed in the table below.

Partners and collaborators: *Joint planning and delivery*

We will work with local colleagues and partners within the Cambridge NIHR BRC to deliver the CRF specific components of the overarching PPIE Strategy. We will work with national CRF PPIE Leads, colleagues and partners to deliver the NIHR UKCRF Network PPIE Strategy.

Leadership and reporting: *Oversight of delivery, how activities feed into management and governance of CRF*

Leadership and governance of local collaborations is provided by CRF Head Nurse, CRF Director of Operations, Cambridge BRC PPIE Lead

Leadership and governance of national collaborations with the UKCRF Network PPIE Workstream is provided by the Workstream Chair and UKCRF Network Lead and is aligned to the NIHR UKCRF Network funded program of work.

Resources: *Named PPI lead, training and support for researchers, members of the public, fees and expenses*

The CRF has a named PPIE Lead (wte 0.2) supported by: Comms Lead (0.2 wte: shared post BRC); PPI Officer (0.1 wte: shared post with BRC); Paediatric Nurse (0.1 wte: Children' Board); Head Nurse (0.1 wte: Chair CRF PPI Forum); Patient Research Ambassador (0.1 wte); Education Lead (0.1 wte: CHEER Project); Metabolic Team (0.1 wte: Work Experience & Science Week); Director (0.1wte: UKCRF network PPI Lead). This group works together on joint and individual projects, all and are members of our CRF PPIE Forum. In addition, members of the wider CRF team help with delivery of PPIE activities on an ad hoc basis. Fees and expenses budget are listed below (see Appendix 1).

Monitoring and review arrangements: *Forums, time scales, capturing/demonstrating impact, annual reporting locally and nationally*

Our CRF PPIE Forum meets quarterly to: review progress against objectives; capture and identify impact and provide reports for the CRF Patient Safety and Governance Committee (1/4ly); campus wide PPI Oversight Board (1/4ly); NIHR CRF Annual Report annually. Work undertaken for the UKCRF Network PPI Workstream is reported to a UKCRF Network Senior Management Team and reported annually to NIHR. CRF specific responsibilities will be clearly identified, planned, delivered and reported through the forums described above, against agreed objectives stated in the table below.

NIHR Cambridge CRF PPIE Objectives: program of activities and projects to deliver the PPIE strategy					
PPIE Objectives	Key Deliverables: activities and projects	Impact/difference made	PPI Standard	Date	Lead
1 Undertake engagement activities and projects: a) Update and create new pages for the CRF website making patient and public involvement, engagement and participation information easier to find b) Promote CRF at public events to promote and raise awareness of opportunities to participate in research & report visitor numbers c) Provide opportunities for small groups to visit the CRF to find out more about how health research is conducted, career opportunities, study participation opportunities d) Create CRF PPI Research Links.	i) produce case studies in lay language annually ii) provide mini video clips and patient interviews iii) Develop webpages for and with children and young people with the BRC Young Person's Panel and use feedback from paediatric research participants iv) review content annually https://cambridge.crf.nihr.ac.uk/	makes information about research easier to find, in an appropriate format and user friendly	Communication	i) & iv) annually ii) & iii) By Mar 18	Comms Lead
	i) Provide a poster at BRC public open evening ii) Provide a stand at Cambridge Science Week iii) Use social media to promote research to public/patients iv) Advertise healthy volunteer study participation opportunities on local media	raises awareness of research facilities available on campus to patients, the public and researchers	Communication	i) Oct 17 ii) Mar 18 iii) Sep 17 iv) Mar 18	CRF PPI Lead
	Provide tours for: i) local sixth form students ii) BRC Young Person's Panel iii) visiting international students iv) local NHS and University staff and PPI groups	raises awareness of careers in research for young people at local schools & 6 th Forms may lead to requests for work experience placements	Inclusive opportunities	yearly	Head Nurse
	d) A new sub group to support PPI activities.	Increases participation / recruitment/awareness	Working together	1/4ly	CRF PPI Lead
2 Provide a range of Involvement activities and projects: a) Provide opportunities for young people to undertake work experience placements b) Work with BRC PPIE Coordinator to provide a range of opportunities for Patient Research Ambassadors (PRA) to get involved	i) Evaluate & update work experience placements ii) Tailor work experience for year 10 and 6 th Form students	meets the needs of students evidenced by: positive feedback from students and schools; increased requests	Support and learning	i) & ii) x 3 per year	PPI Lead
	i) Regular liaison with BRC PPIE coordinator to agree opportunities for PRAs ii) Update information for PRAs on CRF website iii) Involve PRAs in Patient Safety and Governance review	Increases involvement of PRAs in CRF work; Public views are included in operational decisions;	Working together Governance	1/4ly	CRF PPI Lead & BRC PPI Co-ordinator

	c) Implementation of UK Standards for Public Involvement	iv) Involve PRAs in delivery and analysis of Barriers to Research led by UKCRF Network PPI workstream To follow the guidance of the standards, working towards achieving their own best practice	Quality and consistency	All 6 Standards		CRF PPI Lead
PPIE Objectives		Key Deliverables: activities and projects	Impact/difference made	PPI Standard	Date	Lead
2	d) Re-profile remit of Children's Board to include review of research participant experience feedback and BRC Young Person's Panel feedback on teenage CRF clinical bed areas	i) Review patient experience feedback OPTIMA surveys ii) Review study participant feedback iii) Report findings & make recommendations to PPI Forum iv) update website with feedback 'you said' 'we did' v) update board membership vi) provide reports / case studies for NIHR CRF annual report vii) Review Young Person's Panel suggestions for teenage clinical bed area viii) Complete CHEER Project (Children's Board evaluation)	Provides direction and focus for Children's Board to inform service delivery	Impact	i)-v) 1/4ly vi) yearly vii) Sep 18 vii) Mar 18	Senior Research Nurse As above As above Education Lead
3	Participation activities and projects: a) Provide information on CRF website of healthy volunteer studies available to the public to take part in b) Monitor recruitment to studies	Update website information on the following studies: i) Metabolic Reference Measurement Adult Study (CRF 149) ii) Reference Measurement Paediatric Study (CRF 400) iii) Volunteers Advancing Medicine Panel (VAMP) (CRF 494) i) Report recruitment to each study at 1/4ly PPI Forum	Increases participation / recruitment to these studies	Impact	i) – iii) Oct 17 i) 1/4ly	i)-iii) VN Metabolic Team & Head Nurse
4	Mechanisms for reporting and capturing PPIE activity a) Report PPIE activities and projects including progress made, obstacles (e.g. resource), impact for each element of PPIE: Engagement, Involvement and Participation	Objective leads to provide regular updates and reports against objectives, activities, projects and impacts as identified above at the following forums: i) CRF Patient Safety and Governance Committee ii) PPIE Oversight Committee iii) UKCRF Network PPIE Senior Management Team iv) identify and write up case studies v) write NIHR CRF PPI section of annual report vi) PPI Representative at CRF monthly SAB	Structured systematic process for reviewing progress and delivery of PPI; Early identification of case studies; Early flagging of issues and new needs	Governance	i) 1/4ly ii) 1/4ly iii) 1/4ly iv) 1/4ly v-vi) Monthly	Head Nurse Head Nurse Director CRF PPI Lead

Appendix 1 PPIE Budget Allocation: NIHR CRF Award 2017-22**1. PPIE non-pay costs (payment for time, skills, and expertise and all out of pocket expenses)**

PPIE non-pay costs		Yr 1 £	Yr 2 £	Yr 3 £	Yr 4 £	Yr 5 £	Total £
Travel and subsistence	PPI Lead & Patient Research Ambassadors	£350	£350	£350	£350	£350	£ 1750
Training and conferences	PPI Lead & Patient Research Ambassadors	£400	£400	£400	£400	£400	£2000
Children's Board expenses		£400	£400	£400	£400	£400	£2000
School's work experience program		£400	£400	£400	£400	£400	£2000
External events & dissemination		£200	£200	£200	£200	£200	£1000
Total		£1750	£1750	£1750	£1750	£1750	£8750

2. PPIE pay costs

CRF staff pay costs		WTE	Yr 1 £	Yr 2 £	Yr 3 £	Yr 4 £	Yr 5 £	Total £
Core CRF PPIE Team	PPIE Lead	0.2						
	Comms Lead	0.2						
	PPI Officer	0.1						
	Paediatric Nurse	0.1						
	Head Nurse	0.1						
	Education Lead	0.1 Yr 1 only						
	Metabolic staff	0.1						
	Director	0.1						
Total staff pay & WTE		1.2	£23,807.53	£21,116.35	£21,441.04	£21,575.22	£21,702.52	£111,392.65

3. Planned pay and non pay costs per annum

		Yr 1 £	Yr 2 £	Yr 3 £	Yr 4 £	Yr 5 £	Total £
Non-pay		£1750	£1750	£1750	£1750	£1750	£8750
Pay		£23,807.53	£21,116.35	£21,441.04	£21,575.22	£21,702.52	£111,392.65
Total		£25,557.53	£21,116.04	£21,441.04	£21,575.22	£21,702.52	£111,392.65