



## Appendix 12

### Checklist for processes and policies to support meaningful engagement with patients at the Policy Making level of Healthcare.

This checklist is relevant for healthcare organisation, service, department or team leaders. Complete the checklist, identify the gaps and create an action plan for improvement.

Processes and policies to support patients to engage in policy making processes locally, regionally or nationally.	Yes	No	Some	N/A
Do you have consistent messaging regarding the benefits of patient engagement and its importance?				
Has your policy group developed messaging to inform patients and the wider community of the opportunities to partner in your decision-making process and how to get involved?				
Does your policy group have a process for sharing information & materials with patients regarding policy development?				
Do you have an application process to respond to expressions of interest from patients and the wider community to engage/partner?				
Do you have a process to match the skills of the patient with opportunities that may be available?				
Do you have a recruitment/interview process in place that can help identify patients/public to partner with a healthcare organisation?				
Do you have easy to understand, unbiased information regarding the context and aim of the engagement activity?				
Do you have training programmes regarding the context and aim of the engagement activity?				
Do you provide guidance to enable patients/wider community to participate actively in public deliberation?				
Do you have a named mentor to support patients/wider community in partnering with a healthcare organisation outside meetings?				
Are patients/public invited to be active members of QI teams or other decision making committees?				
Do you have a patient forum/ patient experience advisory councils/boards?				
Are you adhering to the HSE expenses policy?				
Do you have patient representation in the design of clinical quality standards? (e.g NCEC)				
Do you have patient representation on national committees that have oversight authority in healthcare? e.g HSE Board, HSE EMT.				
Do you conduct town hall meetings to discuss healthcare issues of importance at local, regional and national level?				
Do you have a public forum in place to provide insight that influences decisions made about healthcare?				
Do you have a process for “close-the- loop” feedback to inform those involved in the engagement activity about the outcome of their input?				