



Appendix 15

Patient Engagement Role Requirements / Invitation Information Checklist

Ensure all information included is written in accessible, easy to understand format as per Communicating Clearly Guidelines: <https://www.hse.ie/eng/about/who/communications/communicatingclearly/>

Required Information	Comments
Name of the Group	
Purpose of the Group/ Aim of the work	
Current stage of your project/work? Design/ Planning/Implementation/Evaluation. In order to achieve meaningful engagement, patient representatives need to be involved from the design phase and throughout all the stages of the project.	
Chairperson/Lead of the Group	
Who is involved in the project/work?	
Has there been Patient/Staff involvement previously? If yes, please provide the name, if appropriate.	
How many Patient/Staff representatives are you planning to have involved? (minimum of 2, but aim for 50:50 patient/staff representatives)	
The selection process being used if oversubscribed	
Why is Patient/Staff involvement being sought? i.e degree of engagement: inform, consult, discuss or collaborate? (See section 2 of Roadmap)	
What is the proposed role of the Patient /Staff representative? e.g. complete a survey/ attend a focus group/ be a member of a working group, (see section 2 of the Roadmap)	
What is the projected term for the Patient /Staff representative? One time event e.g.Focus Group / Short term (few meetings over a limited time, e.g. 3 to 6 months) / On-going (longer term commitment from one to 3 years)	

Required Information	Comments
Frequency of meetings?	
Expected duration of the meetings?	
What time commitment is required to do work between meetings? (if applicable)	
What documentation is available to inform someone taking up the role in advance of the meetings? e.g.: Terms of Reference; background information on the project/work; previous meeting minutes	
Other relevant documents e.g Job specification; Application forms	
Where do the meetings take place? In-person /Videoconference / Teleconference/?options	
Travel and subsistence for meeting attendance: Use attached Policy for Patient Representatives: https://www.hse.ie/eng/about/who/qid/person-family-engagement/resourcesqid/policy-for-the-reimbursement-of-service-user-expenses-2017.pdf	
Nominated contact person/ mentor for any additional queries and ongoing support for the Group	
What training or support is available? Does this need to be completed before the group meets?	
Who are the decision makers for your project and how will decisions be made?	
How will information gathered be used? What is the communication process for feedback from the group to the decision makers?	
Any additional information e.g. desirable characteristics (see pg 67 of Roadmap)	

Source: "HSCP Representative: Role Requirements Checklist".

Adapted, with permission from The National Health and Social Care Professions Office and inclusive of information from:
<https://www.hse.ie/eng/about/who/qid/person-family-engagement/resourcesqid/patient-and-family-engagement-request-form-2019.docx>

Example of Invitation for Focus Group

