

## Evaluating PPI Training

A Resource for Facilitators





















#### **LIST OF ABBREVIATIONS**

DCU Dublin City University

**EDI** Equality, Diversity and Inclusion

GDPR General Data Protection Regulation

HRB Health Research Board

IRC Irish Research Council

PPI Public and Patient Involvement in Research

QI Quality Improvement

**RCSI** Royal College of Surgeons in Ireland

**UL** University of Limerick



#### **ROADMAP**

#### **Evaluating PPI training - A roadmap for facilitators**











#### **TABLE OF CONTENTS**

ROADMAP	3
TABLE OF CONTENTS	4
INTRODUCTION	5
BACKGROUND TO THE DEVELOPMENT OF THE RESOURCE	6
WHY DO WE EVALUATE?	7
HOW DO WE EVALUATE?	8
PURPOSE OF THIS RESOURCE	8
PRACTICAL TIPS FOR EVALUATION	9
FACILITATORS GUIDE AND CHECKLIST	10
FACILITATOR CHECKLIST	11
QUESTION BANK	12
REFERENCES	22
APPENDICES	23









#### INTRODUCTION

The Evaluating PPI Training - A Resource for Facilitators is a practical set of materials to support facilitators of PPI training activities to evaluate their training sessions and events, with the ultimate goal of improving PPI training provision across Ireland. The resource, which was created by members of the PPI Ignite Network, includes a question bank of potential survey questions, a facilitators guide and checklist, and editable templates to support evaluation efforts. Development of this process was led by members of Work Package One, Health Research Charites Ireland, PPI Ignite Network at University of Galway and the PPI Ignite Network at Dublin City University and a variety of PPI Ignite Network lead sites, local and national partners were instrumental at all stages of co-development.

The PPI Ignite Network promotes excellence and inspires innovation in public and patient involvement (PPI) in health and social care research in Ireland. One goal of the PPI Ignite Network is to build awareness of and capacity in PPI across Ireland.

This resource is primarily targeted at facilitators and providers of training initiatives related to PPI, both within the PPI Ignite Network and beyond it. For example, PPI training activities can include an event to build, maintain, or upgrade understanding of or capacity for public and patient involvement in research. Events can be facilitator or peer led with at least two people. Events might include seminars, workshops, conferences, shared learning groups or, journal clubs.

The resource is designed to be flexible and adaptable to many groups and training formats. It is hoped that the resource will be used freely and openly by those providing PPI training or education and that learning from using the resources will be fed back to enhance the evaluation approaches of the wider PPI community.

The various materials in this resource can be considered living documents. What we envisage by this is that the resource materials will be added to and amended as the resource is used in practice. As such, we encourage you to share your experiences with this resource including any challenges encountered in adapting it to different settings as well as the big successes.







## BACKGROUND TO THE DEVELOPMENT OF THE RESOURCE

#### **Defining PPI and PPI training**

Public and Patient Involvement (PPI) is defined by INVOLVE as research conducted 'with' or 'by' patients or members of the public rather than 'to', 'about', or 'for' them.[1] Based on work by the Educational Resources Information Centre in the United States, we define training as 'the systematic development of knowledge, skills and attitudes required by an individual to perform adequately a given task or job' [2]. Training may be a one-time event or delivered over multiple sessions. Training may be delivered or facilitated by trainers or peers. For example, this may include seminars, webinars, workshops, talks to different groups, shared learning groups, or introduction to PPI sessions within existing education or training modules.

#### Context for developing a PPI training evaluation resource

The PPI Ignite Network promotes excellence and seeks to inspire PPI innovation within health and social care research in Ireland. The overarching goal of PPI training is to build awareness and capacity for meaningful involvement of patients and members of the public in all stages and aspects of research projects. We aim to create participatory spaces for co-learning from diverse perspectives, support collaborations within and across the network, and achieve outcomes that are relevant for all groups.

Development of this process was initiated by members of Work Package One, Health Research Charites Ireland, PPI Ignite Network at University of Galway and the PPI Ignite Network at DCU and a variety of PPI Ignite Network lead sites and local partners were instrumental at all stages of codevelopment.

This resource was piloted between June and September 2024 by University of Galway, DCU, and RCSI University of Medicine and Health Sciences, with a variety of participant groups undertaking training at these three sites.

The development of this training evaluation resource is underpinned by shared core values of respect, transparency, collaboration and partnership, equity and inclusion, empowerment and power sharing, flexibility and trust. For more information on the PPI Ignite Values and Principles Framework, see Appendix B.

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#### WHY DO WE EVALUATE?

#### (IDENTIFY step on roadmap)

Evaluation is necessary and important, to improve what we do and how we do it, to understand the potential and actual impact of our work, and to ensure our training content and approaches reflect the needs and priorities of all research stakeholders whom we seek to engage in PPI activities. Evaluating training activities provides data to:

- Reflect on the experience of participants who take part in training!
- · Improve our training offering/delivery, identifying gaps for future training plans
- Demonstrate the breadth and quality of training provision across the network

Effective evaluation of PPI training serves a multitude of purposes and can offer benefits for many different groups. Funding bodies wish to see clear and measurable outcomes from funding of these activities. For organisations, PPI evaluation can showcase the impact of their training provision, such as the scope and significance of what they offer their target audiences. For training facilitators, effective evaluation efforts can highlight the strengths and weaknesses of their workshops, providing rich data on how their sessions are perceived by their participants, and how they can enhance the effectiveness of training. Perhaps most importantly of all, through considered and appropriate evaluation, participants of PPI training have a stronger voice in their learning, central to all PPI endeavours.







#### **Evaluating PPI Training**



#### **HOW DO WE EVALUATE?**

'How' we evaluate is as important as 'what and why'. A formative evaluation focus, wherein we gather feedback and make necessary changes throughout, is key to improving what we do, as we do it. With a formative evaluation approach it is possible to monitor, learn, adapt and potentially have more influence on the generation of impact for participants.

This PPI training evaluation resource should not be viewed in isolation. It may form one part of a wider strategy of evaluating PPI in a research project. There are also many other evaluation techniques to be considered, depending on the context in which the evaluation is taking place. For example, the group you are facilitating may find it challenging to engage with a written survey format, and so other approaches may be necessary.

Arts-based evaluation methods offer potential when working with a range of populations, including participants with limited verbal or written competence. Such methods can capture meaning that is difficult to express or articulate, and may therefore pass unrecorded – such as emotional, aesthetic and symbolic aspects of experience [3]. Arts-based methods include photovoice or photo survey, drawing, paintings, collages, model building and storytelling. Furthermore, participatory evaluation, particularly relevant to the central ethos of PPI, should always be considered if time and resources are available.

More information, as well as signposting to other evaluation techniques and resources, can be found at www.ppinetwork.ie/resources/ (see Additional Resources).

#### PURPOSE OF THIS RESOURCE

It is hoped that this resource will be used regularly by facilitators to guide and support their evaluation efforts, with the ultimate goal of improving PPI training provision across Ireland. We envisage that this resource will help to embed evaluation in PPI training initiatives, thus improving how we support different groups to build awareness and capacity in PPI.

This is a practical resource for evaluating training activities related to PPI. This resource includes:

- A question bank
- A facilitators guide and checklist
- Editable survey templates in different formats (e.g. Microsoft Forms, Google Forms)
- A draft PowerPoint slide on survey to include in training presentations
- Signposts to relevant evaluation resources and approaches







#### PRACTICAL TIPS FOR EVALUATION

Below are some practical suggestions and advice on effectively evaluating training, including some of the lessons we have learned to date.

Know your 'why?'	Articulate clearly why you are asking participants these specific questions. At a fundamental level, what do you most want to know?
Know your audience	Adapt the questions and evaluation format to suit your participants.
Plan ahead	Where possible, signpost the evaluation to your participants ahead of the session.
Create time	Allow time within your training session for completion of the evaluation. This particularly important if the evaluation format requires extra time, such as using a QR code to access a survey or setting up a voice-recorder to capture feedback.
Follow-up	Always follow up with reminders to complete the post-session surveys or other evaluation methods.
Be consistent	Use the same questions each time where possible – for effective data analysis and to properly collate data across numerous evaluations.
Mind your data	Store your data safely, efficiently and consistently in line with GDPR and relevant consent received.
Make analysis a habit	Analyse your findings regularly to see where you can make changes in real time to improve training delivery and impact.
Reflect	Communicate your findings to participants where appropriate, for example in the formative evaluation of multi-session training activities.
Communicate	Don't forget about you. Reflect on how you felt the session went, even keep a reflective log of the training sessions, and your own thoughts on the evaluation findings, in line with reflexive best practice in research.







#### **FACILITATORS GUIDE AND CHECKLIST**

The purpose of this checklist is to provide facilitators of PPI-related training and events with some simple guidance to effectively administer evaluation surveys to participants of their training sessions.

This resource has been created with the intention to serve as a living document. A living document is a document that is continually edited and updated over time. As such, feedback on this guidance document is very much welcomed. Please email feedback to ppi@universityofgalway.ie

#### Why evaluate?

The over-arching goal of PPI training is to build awareness and capacity in PPI across Ireland.

#### Evaluating our training activities will provide us with data to:

- improve our training offering/delivery
- demonstrate the breadth and quality of training provision across the network
- understand how training benefits participants and their research

#### For PPI training providers/ facilitators

- Are we providing training that is appropriate and effective for the participants?
   If not, why not?
- Do participants appreciate and enjoy the sessions? If not, why not?
- Are participants learning something new/ building their PPI capacity?
- Is the training meeting the goal of the specific training activity?
- Is the training offered adhering to the values and principles that underpin PPI?

#### Evaluation can also address broader questions for the wider PPI Ignite Network

- Are we engaging a wide variety of groups with our training activities across the wider Network?
- Are we raising the level of awareness of PPI in Ireland?
- Are we making a difference?







**Ahead of Training Event** 

#### **FACILITATOR CHECKLIST**

	Select relevant questions from the question bank for inclusion in your survey. Consider who will be involved in the session you are facilitating.
	Set up survey on MS Forms or Google Forms (depending on your institution's requirements), including information and a consent form on the opening page of the survey where necessary.
	Send email to registered participants with the link to the participant information sheet about the study and survey (See Appendix A below for a draft text for this email).
	Include a slide in the presentation (if applicable) on the training evaluation rationale etc. (See here for draft slide to include).
	While planning out your session, incorporate time (if possible) within scheduled training time for participants to complete your survey form.
Duri	ng the Training Event
	Discuss with the group why you are asking participants to fill out surveys - for participants, for facilitators, for the Network (e.g. improving our training offering and facilitation, reaching different groups, providing further space for people to have their say on the development of PPI in Ireland).
	If online, put link to the survey in the chat function towards or at end of the session. A QR code can also be provided as a link to the survey and displayed on screen as part of your slide presentation, or provided as a paper handout to pass around participants.
	Provide hard copies of surveys for those who would rather complete the survey in this way, remember to have some pens available!
Afte	r the Training Event
	Send a reminder to participants to thank them and ask them to complete the survey if not done as part of the training session (TIP: you could schedule these reminders to go out a few days ahead of time).
	Take time to reflect on the session yourself, and to analyse the feedback provided.







#### **QUESTION BANK**

#### VERSION 11

#### **GUIDANCE NOTES**

- This question bank can be used and adapted as part of your plan to evaluate the delivery and impact of your PPI training activity.
- You can select and adapt questions to ensure that the survey fits your goal, target group
  etc. Keep in mind that you will need to use the same questions consistently if you want to
  measure changes over time.
- Questions below can be copied into **Microsoft Forms** or **Google Forms** as required.
- No questions should be made mandatory to answer. Add a note at the start of the survey –
   Please feel free to skip any questions you do not feel comfortable answering.
- While no questions are mandatory to answer, we advise that facilitators include the core
  questions (marked with \*) when choosing the set of appropriate questions for their
  evaluation.
- Don't forget to Include a participant information sheet and consent form at the beginning of your survey where necessary (See below for more).
- Always adhere to PPI Ignite Network PPI Values and Principles of transparency, respect, empowerment and sharing, trust, collaboration and partnership, flexibility and equity and inclusion (See appendix A)
- Make sure that your survey equality, diversity and inclusion aspects of the training.
   (See Section C for potential survey questions)
- Once drafted, read the entire survey from the perspective of your training session participants. Check whether the elements form a coherent whole and whether they make sense for your target audience and evaluation goals. Rephrase as appropriate for your participant cohort.

1 As a living document, this question bank will be amended based on feedback from users. For the most up-to-date version of this document, visit... https://ppinetwork.ie/resource/





### PPI IGNITE NETWORK

#### **Evaluating PPI Training**

Questions are separated into four areas of evaluation focus. We advise that you plan to address all four areas within your evaluation. As outlined in the question bank, questions marked with a \* are considered core questions. It is recommended that these questions are always included in your survey.

#### **Question types**

- A. Participant Demographics
- B. Training Delivery
- C. Equity and Inclusion
- D. Impact for Participants

You are invited to share your experience using this resource. If you have any questions, remarks or would like to receive some advice, feel free to get in touch! The resource development team can be reached at: ppi@universityofgalway.ie

#### **GUIDANCE NOTE on Participant Consent**

Depending on the context of your evaluation, you may need to ask your participants for their consent to collect and process their data. If so, the evaluation tool being used should begin with some clear information on why you want to evaluate the training, and what you plan to do with the data.

#### Keep it as short and simple as possible, but always include:

- 1. The name of your institution/organisation and contact information of the lead evaluator
- 2. The purpose of the study
- 3. What the data will be used for, including whether data will be used for purposes other than the evaluation of your project
- 4. The rights of the participant

This guidance is set out primarily for adult participants from non-vulnerable populations and dealing with non-sensitive topics. For other groups, ethics approval may be required. Contact the ethics committee of your institution/organisation to review your plans.

GDPR Officers for your organisation can provide important guidance on data collection and management including the processing of personal information and should also be consulted prior to embarking on data collection.







## Question Bank





#### **SECTION A - Participant Demographics**

Find out more about who your participants are and their prior level of PPI experience before attending the training session.

1.	*What is	the name	of PPI training of	or event vo	u attend	ed?
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#### 2. \*What best describes you

(i.e. what would you consider your primary role in relation to today's session)?

- a. PPI contributor/patient/carer/member of the public
- b. Academic (Researcher/lecturer)
- c. Postgraduate student
- d. Undergraduate student
- e. Health care professional
- f. Employee of a charity, patient or community organisation
- g. Research funder employee
- h. Public agency employee/HEI administration

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3.	*How wou	ld you (	describe	e your l	evel of	knowled	dge with	PPI?

	This is my first interaction with the concept of PP
	I have a little knowledge of PPI
	I have some knowledge of PPI
П	I have a great deal of knowledge of PPI









It is advised that the following questions be placed at the end of the survey and emphasise as optional to complete.

4. W	hat is your gender?
	Male Female
	Other:
	Prefer not to say
5. W	hat is your age?
	18-25
	26-45
	46-65
	65+
	Prefer not to say
6. W	hat is your ethnicity or cultural background?
	Prefer not to say









#### **SECTION B - Training Process - Delivery, Facilitation and Content**

Find out more about how participants felt about the session, how it was delivered, the power balance in the session, how people felt after the session, and the content of the session.

7. \*How satisfied were you with the following in this PPI training on a scale of 1 to 5? (1 being not at all satisfied and 5 being very satisfied).

	1	2	3	4	5
Facilitation					
Opportunity to contribute to the discussion					
Session content					
Sharing of resources					
Overall atmosphere					

- 8. What did you particularly like or enjoy about this PPI training?
- 9. Was there anything missing? If yes, please explain.
- 10. What could be improved?
- 11. How do you feel after completing this PPI training? (e.g. excited, annoyed, hopeful, unsatisfied, use any descriptor that fits for you)









#### **SECTION C - Equity and Inclusion**

As with all PPI efforts, it is vitally important to consider the extent to which participants feel included, respected and listened to during PPI training activities. To this end, we should offer participants opportunities to express their opinions on equity and inclusion wherever possible.

12. During today's training, did anything prevent you from interacting / taking part in the activities? ( <i>Provide more details if you wish</i> )
Yes No Not sure Comment: (option to provide more details if they wish)
13. Do you feel like your identity was respected during the training event?
Yes No Not sure Prefer not to say Comment: (option to provide more details if they wish)
14. Do you feel like your identity was considered in the training material?
Yes No Not sure Prefer not to say Comment: (option to provide more details if they wish)
15. Did you feel included in today's training event?
Yes No Not sure Prefer not to say Comment: (option to provide more details if they wish)









16. Do you think you had the same opportunities to contribute as other people at today's training event?
Yes No Not sure Prefer not to say Comment: (option to provide more details if they wish)
17. Did you experience a hierarchy between the facilitators and participants? i.e. Was there evidence of power and dominance?
Yes No Not sure Prefer not to say Comment: (option to provide more details if they wish)









#### **SECTION D – Impact for Participants**

Evaluation efforts can provide valuable data on the impact and impact potential of PPI training activities for participants, including those impacts that are unpredicted or less tangible. To this end, an opportunity should be provided for participants to provide additional comments unrelated to the survey questions.

18. *Please rate your level of confidence to incorporate PPI into a research project or contribute to a research project, after taking part in this PPI training?									
Much less confident	Ο	0	O No Change	О	Ο	Much more confident			
19. How much do you agree or disagree with the following statements:  By participating in this PPI training I know more about PPI.									
Fully disagree	О	0	0	О	О	Fully agree			
After participating in	this PPI tra	ining, I war	nt to know r	more about	PPI.				
Fully disagree	0	0	O	0	0	Fully agree			
By participating in this PPI training my opinion on PPI changed.									
Fully disagree	0	0	Ο	0	0	Fully agree			
After participating in this PPI training I would like to attend similar activities in the future.									
Fully disagree	$\circ$	$\circ$	$\circ$	$\circ$	$\circ$	Fully agree			







#### **Question Bank**

20. How likely is it that you wi	ill change your PPI practice or imp	lement something that you learned
at this PPI training?		

Fully disagree	0	0	0	0	0	Fully agree
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- 21. What have you or will you change or implement based on your attendance at [this PPI training session]? (research practice, PPI practice, collaborations, resources used, institutional policy or strategy)
- 22 \*What is the one thing you think you will still remember from this PPI training in six months?
- 23 \*Any other comments?







#### **Evaluating PPI Training**

#### **REFERENCES**

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- 3. Reed, M. S., Ferré, M., Martin-Ortega, J., Blanche, R., Lawford-Rolfe, R., Dallimer, M., & Holden, J. (2021). Evaluating impact from research: A methodological framework. Research Policy, 50(4), 104147.







#### **Evaluating PPI Training**

#### **APPENDICES**

Appendix A - Draft text for email ahead of session (feel free to edit):

#### Dear colleague

Thank you for agreeing to participate in our upcoming training session. We look forward to welcoming you to [enter name/details of training session].

Upon completion of the training we will be conducting a survey to explore how you felt about the training.

We evaluate the training we offer to better understand the impact our training can have for participants, so we can continually improve. There is of course no requirement for you to take part in this survey, but it would be of great benefit to gain your perspective on how you think the training was delivered and what you took home from it. [or please see enclosed, if paper-based communication is being used]





## PPI Ignite Network Values and Principles

The PPI Ignite Network believes that, in order to improve public and patient involvement (PPI) in health-related research, there must be a shared understanding of the values and principles that underpin the work. We invite all researchers, PPI contributors, institutions and funders to consider how to uphold these values and principles when engaging in or supporting PPI activity.

#### **Transparency**

The need for **clear, open, mutual communication** between the research team and PPI partners about research decisions and progress.

We want transparency in developing a clear, shared understanding of aims, roles, processes and other terms of involvement.



#### Respect

The recognition of the roles, knowledge, insights, experiences, strengths, limitations and contributions across the research team and PPI partners and throughout the research lifecycle.





#### **Empowerment & Power Sharing**

The inclusion as early as possible in funding decisions, strategy and decision-making, the co-design and co-production of research.

We want a wide range of involvement strategies to ensure that this happens.



#### **Trust**

The building of reciprocal trust; this takes time to develop, is relationship based and needs to be consistently worked on

We want everybody's opinion to be fully heard and we want confidentiality to be negotiated and respected.



#### **Collaboration & Partnership**

The **inclusion of PPI partners** throughout the research lifecycle with commitments and expectations agreed from the outset, as much as possible.

We want true partnership where all contributions are valued and respected equally.



#### **Flexibility**

The recognition of the time and other commitments involved in PPI and that this is acted upon in the research plan.

We want to co-design appropriate changes and responses to the experiences and to the views of PPI partners.



#### **Equity & Inclusion**

The active identification and **removal of barriers and creation of entry points** throughout the research lifecycle.

We want real co-design and partnership to take place that values equally people's diversity of opinions, experiences, abilities, backgrounds and expertise.













## PPI Ignite Network Values and Principles















#### The development of the Values & Principles

These values were developed through a series of online collective intelligence workshops that took place during 2021/2022. Led by Prof Mary McCarron, Prof Philip McCallion, Sarah Bowman and Michael Foley from the Trinity PPI Ignite Office on behalf of the PPI Ignite Network, the workshop participants were nominated by PPI Ignite Network members.

#### This work is funded by the Health Research Board and the Irish Research Council, with co-funding from the seven Universities at the centre of the PPI Ignite Network

The PPI Ignite Network promotes excellence and inspires innovation in public and patient involvement (PPI) in health and social care research in Ireland.

#### October 2022

#### **Workshop Participants**

We acknowledge the invaluable input of the workshop participants, who were either PPI contributors or PPI-active researchers, who shared their experiences of PPI and negotiated a set of values and principles that could guide improvement of PPI activity.

#### Workshop participants were:

Laura Brady; Aoife Brennan; Melody Buckley; Michelle Connolly; Naomi Donaldson; Jennifer Duggan; Sarah-Marie Feighan; Michelle Flood; Kate Frazer; Carmel Geoghegan; Meghan Gilfoyle; Stacey Grealis; Agnes Higgins; Zoe Hughes; Sinéad Hynes; Robert Joyce; Cameron Keighron; Síofra Kelleher; James Larkin; Kerry Lawless; Anne Lawlor; Manjula Manikandan; Molly Manning; Anne-Marie Martin; Ciara Molloy; Maura Moloney; Marian O'Mahoney; Cíara O'Reilly; Eileen O'Sullivan; Lydia O'Sullivan; Eilis O'Toole; Anna Papyan; Fiona Riordan; Nuala Ryan; Stephanie Skeffington; Clodagh Toomey; Niki Warner.

#### Facilitation was provided by PPI Ignite Network members:

Abhisweta Bhattacharjee; Sarah Bowman; Elaine Byrne; Michael Foley; Sarah Fox; Avril Kennan; Lorna Kerin; Virginia Minogue; Derick Mitchell. Framework for

# QUALITY IMPROVEMENT IN PUBLIC AND PATIENT INVOLVEMENT

in health and social care research

Trinity College Dublin and the PPI Ignite Network

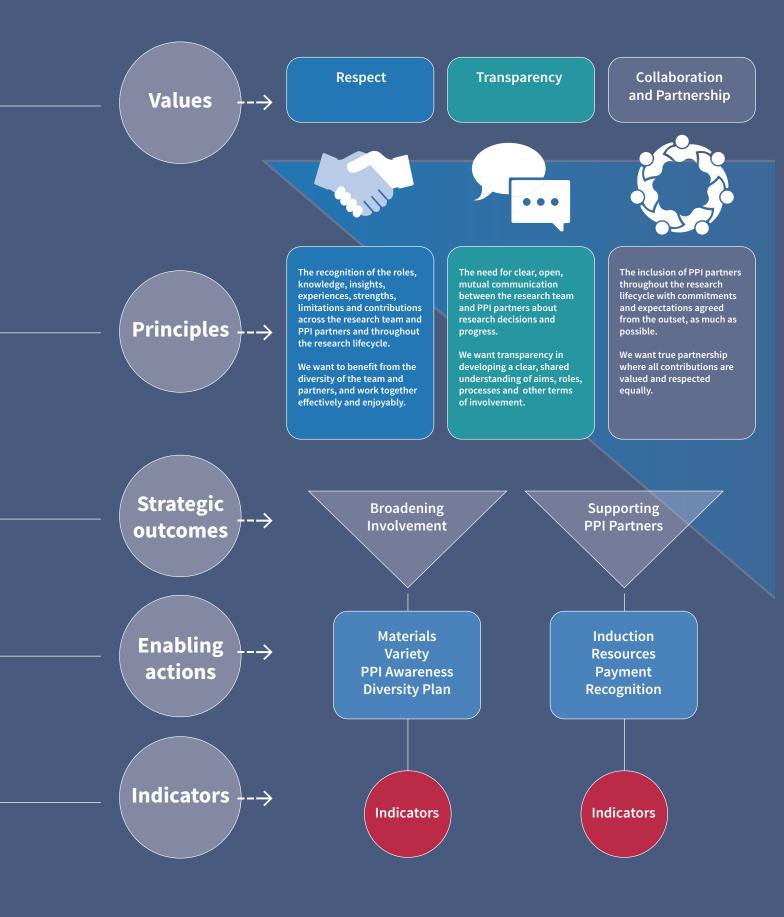






2023





**Equity and Inclusion** 

**Empowerment and Power Sharing** 

**Flexibility** 

Trust









The active identification and removal of barriers and creation of entry points throughout the research lifecycle.

We want real co-design and partnership to take place that values equally people's diversity of opinions, experiences, abilities, backgrounds and expertise. The inclusion as early as possible in funding decisions, strategy and decisionmaking, the co-design and co-production of research.

We want a wide range of involvement strategies to ensure that this happens.

The recognition of the time and other commitments involved in PPI and that this is acted upon in the research plan.

We want to co-design appropriate changes and responses to the experiences and to the views of PPI partners. The building of reciprocal trust; this takes time to develop, is relationship based and needs to be consistently worked on.

We want everybody's opinion to be fully heard and we want confidentiality to be negotiated and respected.

Supporting Researchers

Training Mentoring Promotion

Indicators

Establishing Relationships

Plans Seed Funds Agreements Maintenance

Indicators

Aligning
Organisation
Culture

Staffing Commitment Power Sharing Oversight

Indicators



#### **PPI Ignite Network: Adapting Our Resources**

#### **Purpose**

To provide a co-developed process for adapting Public and Patient Involvement (PPI) resources and training.

#### **Process**

1. Identify with clear definitions, scope and aim what you need to develop

If nothing exists that meets your needs however there is a resource or training that could be adapted to meet your needs from the PPI Ignite Network.

- **2.** Tell the orginial resource authors/organisations you are adapting their resource
- **3.** Consider what you need to adapt. How much content do you need to change? Do you need to change images? Do you have access to technology required? Do you need to adapt guidance for a specific cohort, e.g. children, specific illness e.g. dementia, cultural relevance or form of involvement e.g. engagement to involvement? Who should you involve in this process?
- **4.** Adhere to PPI Ignite Network PPI Values and Principles [4] of transparency, respect, empowerment and sharing, trust, collaboration and partnership, flexibility and equity and inclusion.
- **5.** Make sure that the adapted resource considers and addresses as appropriate issues related to equality, diversity and inclusion.
- 6. Acknowledge the resource owners/developers using the following statement.

We acknowledge use of name of original document developed by original author (https://doi.org/details) and downloaded (on date) from the PPI Ignite Network Resource Hub(www.ppinetwork.ie/resource) in the development of name of new document

**7.** Consider submitting the adapted resource to the PPI Ignite Network Hub via email to hello@ppinetwork.ie













#### PPI Ignite Network: Adapting Our Resources

#### **Definitions**

- Public and patient involvement 'PPI' is defined by INVOLVE as 'research carried out 'with' or 'by' members of the public rather than 'to', 'about' or 'for' them [1]'.
- Resources are defined as 'a document or recording to build, maintain or upgrade understanding of or capacity for PPI in research. May include a toolkit, guide, case study or training event recording.
- Training is defined as 'An event to build, maintain or upgrade understanding of or capacity for public and patient involvement in research. Events can be facilitator or peer led with at least 2 people. Events might include; seminars, workshops, conferences, shared learning groups or journal clubs.'

#### **Development**

Co-development of this process was led by Health Research Charites Ireland, PPI Ignite Network at University of Galway and the PPI Ignite Network at DCU. A variety of PPI Ignite Network lead sites, local and national partners were instrumental at all stages of co-development. Development included a review of best practice internationally in relation to IP issues, existing processes for adaption such as guidance for adapting open education resources [2] and interventions [3].

#### **Further Information**

ppi@dcu.ie

#### **Bibliography**

- [1] INVOLVE. Briefing notes for researchers: involving the public in NHS, public health and social care research. Eastleigh: INVOLVE; 2012.
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#### **PPI Ignite Network: Adapting Our Resources**

