

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/>

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.



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 or event you attended?**

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
 - i. Other: _____

3. ***How would you describe your level of knowledge with PPI?**
 - This is my first interaction with the concept of PPI
 - I have a little knowledge of PPI
 - I have some knowledge of PPI
 - 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. What is your gender?

- Male
- Female
- Other: _____
- Prefer not to say

5. What is your age?

- 18-25
- 26-45
- 46-65
- 65+
- Prefer not to say

6. What 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? *(Provide more details if you wish)*

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Much more confident
No Change						

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fully agree
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After participating in this PPI training, I want to know more about PPI.

Fully disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fully agree
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By participating in this PPI training my opinion on PPI changed.

Fully disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fully agree
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After participating in this PPI training I would like to attend similar activities in the future.

Fully disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fully agree
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20. How likely is it that you will change your PPI practice or implement something that you learned at this PPI training?

Fully disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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?



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