

# Guidance Document 10: Record of Public Involvement Practices/ Activity Template

## PUBLIC INVOLVEMENT IN NATIONAL CLINICAL EFFECTIVENESS PROCESSES

### RECORD OF PUBLIC INVOLVEMENT PRACTICE\*

*\*This record template was adapted, with permission, from the Personal and Public Involvement Toolkit for staff of the Southern Health and Social Care Trust, Northern Ireland.*

*Please answer the following questions in relation to the public involvement practice you have engaged in, or plan on engaging in.*

*To be completed for all NCEC public involvement practices/activities*

*To be completed by the NCCDG/NCAGC Chair*

<b>Name of National Clinical Guideline/Audit Process</b>	
<b>Name of Chair</b>	
<b>Start &amp; End Date</b>	

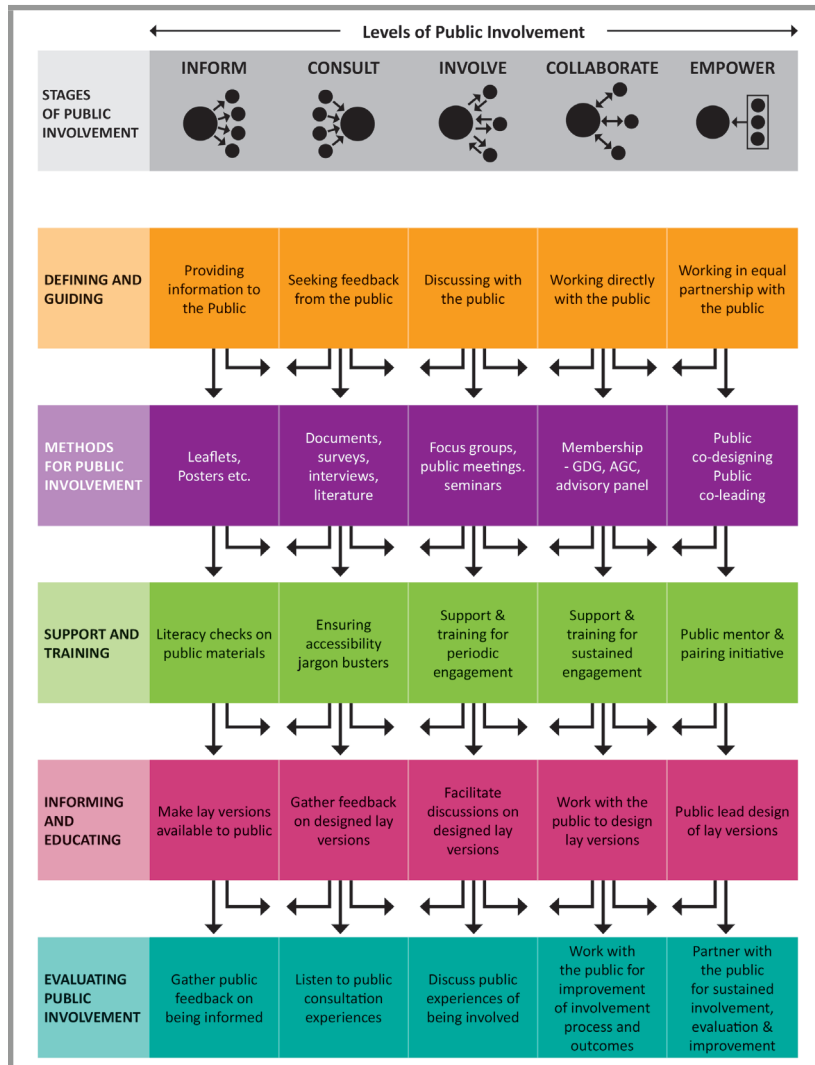
<b>What was the context/background to this public involvement practice/ activity?</b>	
<b>What was the purpose of this public involvement practice/activity?</b>	
<b>Drawing on the Framework, at what level did you involve the public i.e. inform, consult, involve, collaborate, empower?</b>	
<b>How did you recruit and select the public to be involved?</b>	
<b>What method(s) did you employ to involve the public (attach relevant documents such as questionnaires etc.)?</b>	
<b>How did you measure the process and outcome/impact of public involvement (attach relevant documents such as measurement tools)?</b>	

## RESULTS AND OUTCOMES

<p>What was the impact of the public involvement practice/ activity?</p> <p>For the public, for the NCGDG/NCAGC, for the actual Guideline/Audit, for the NCEC, for wider health services etc.</p>	
<p>What did the public say about being involved (include quotations/other evidence if available)?</p>	
<p>How did you or are you going to, ensure that the public contributors, and the wider public community, are informed of the results and outcomes of their involvement (e.g. newsletter, website, press release, launch event etc.)?</p>	
<p>How did you evaluate the process of public involvement?</p>	
<p>How did you alter, or will you alter (or recommend to others), any future practices for public involvement?</p>	
<p>Any other comments?</p>	

## REFLECTION ON LEVEL OF PUBLIC INVOLVEMENT

Drawing on the Framework for Public Involvement in Clinical Effectiveness Processes, reflect on each stage of involvement and use the figure below to highlight/circle the public involvement practices implemented by the GDG/AGC.



In the box below, provide explanation for the public involvement practices implemented.

Signed (NCGDG/NCAGC Chair): \_\_\_\_\_

Date: \_\_\_\_\_

Return Form to: \_\_\_\_\_