# **Patient and Public Involvement (PPI) Template**

# **PPI Template 4: Guidance for meetings with PPI contributors**

This template has been developed by PPI leads from the Oxford PPI Staff Group[[1]](#footnote-1). It is being piloted with researchers[[2]](#footnote-2).

Researchers and PPI leads are invited to adapt for their use. Any changes to the original document are those of the users and not necessarily those of the Oxford PPI leads group. Original versions of Researcher PPI guidance and templates are available on the Oxford BRC website or from one of the [PPI staff leads](https://www.medsci.ox.ac.uk/research/patient-and-public-involvement/section-5-ppi-resources-for-researchers/ppi-leads-and-coordinators).

* It’s okay to ask questions

Every question is a good question – if one person is asking it, they need to know the answer and probably others in the meeting do too.

* Confidentiality/ privacy

We help people to share openly in the meeting by not talking about other people’s personal information outside of the meeting. We are aware of the space we are joining the meeting from. If there are other people in the space we are using, who are not part of the meeting, we try to use headphones to maintain confidentiality, and be aware of the information we are sharing when we speak.

* It’s okay to leave the meeting if you need

We can leave the meeting for personal reasons or answer urgent calls but stay focused on the meeting otherwise.

* Being respectful

We can challenge each other’s ideas in a friendly and supportive way. We don’t judge each other for our differences or ideas.

* We are all part of a team

Everyone needs to feel equally valued and has a valuable contribution.

* Contributing to meetings

Contributing during online meetings can be more difficult as we can’t gauge body language so easily. It is particularly important to ensure that everyone has a chance to speak. Use the ‘chat’ and ‘raise your hand’ tools or unmute to let the people chairing the meeting know you would like to speak. We all support the facilitator to include everyone.

* Plain speaking

We try to avoid acronyms or jargon. We ask for clarification if needed and  explain further where necessary.

* Camera and sound

We try to keep cameras on during the meeting (if we feel comfortable and unless there are confidentiality or connectivity issues) to help us connect better with each other in the virtual world. We mute our sound when we are not talking or having a conversation.

November 2023, Oxford PPI Staff Group. Contact: Rachel.Taylor@ouh.nhs.uk

1. The group meets quarterly and includes leads from the [local NIHR organisations](https://www.healthinnovationoxford.org/our-work/our-programmes/community-involvement-and-workforce-innovation/community-involvement/working-together-thames-valley/) and departments of the Oxford University Medical Sciences Division. One or more PPI contributors from these [PPI groups](https://oxfordbrc.nihr.ac.uk/ppi/ppi-researcher-guidance/ppi-resources-for-researchers/) have also reviewed. [↑](#footnote-ref-1)
2. This document is being piloted (December 2023-April 2024) with researchers. Any suggestions for improvements should be sent to [Rachel.taylor@ouh.nhs.uk](mailto:Rachel.taylor@ouh.nhs.uk). [↑](#footnote-ref-2)