NIHR | Surgical MedTech Co-operative

Patient and Public Involvement and Engagement Strategy Action Plan and Lay Review for the Surgical MedTech Co-operative

2018 – 2022

1. **Specific Annual Work Programme (2018) – Summary table**

Activity No.	Activity (e.g. event, report, publication etc.)	Outputs/impacts expected	Indicative timing [mm/yy – mm/yy]	Linked to Specific Objective(s) [No.]	Responsibility	Date Completed
1	Hold focus group to inform PPI strategy	• PPI volunteers to co-produce PPI strategy	04/18 – 12/18	1	Surgical MIC	20 April 2019
2	Submit final PPI strategy to NIHR and publish on website	• Approval of strategy by Steering Committee and NIHR • Link on Surgical MIC website • Internal system to record PPI/E activity	01/18 – 12/18	1, 4, 6	Surgical MIC	19 December 2019
3	Identify and invite members to Management Group, PPI Committee, Steering Committee and LTHT Joint Board	• Terms of reference agreed for each meeting • Minutes of meetings	01/18 – 12/18	1	Surgical MIC	29 March 2019
4	Identify opportunities for joint funding/collaborations to support PPI/E activity and input	• Speaking/exhibiting opportunities at PPI-led events • Joint activities and funding calls	01/18 – 12/18	2, 5	All	In progress
5	Involve patient/public in projects	• PPI input for at least 3 projects at early design stage	01/18 – 12/18	2, 3	Surgical MIC	On target (In progress)
6	Work closely with NIHR@Leeds infrastructure on shared processes/resources	• Joint communications/training strategy	01/18 – 12/18	5	Surgical MIC	In progress

7	Engage with public facing medical technology organisations to raise profile	• Attendance/exhibition/speaking opportunities at events	01/18 – 12/18	5	All	In progress

Add rows as necessary

1. **Involve patients and the public in our governance and leadership so that our decisions reflect and consider the public interest** – Patients and the public need to have shared decision making to truly make their contribution integral to the Surgical MIC core business.

Area of work *(all, themes)*	Activity	Outputs	Timeline	Outcome	Responsibility	Date Completed
All	PPI focus group to work on PPI strategy	Surgical MIC PPI/E Strategy	Nov 2018	PPI/E strategy that is co-produced by patients and members of the public.	Surgical MIC	20 April 2018
All	Set up selection procedure for PPI Committee and Group membership	PPI Selection Procedure available on website	April 2019	Accountability and transparency of PPI selection processes	Surgical MIC	19 December 2018
All	Appoint PPI Lead for LTHT Board Meeting	Named PPI member/s on Joint Board	Feb 2019	PPI representation on Trust and University Board	Surgical MIC	7 February 2019
All	Schedule PPI Committee meetings	Two meetings 23 May 2019 & Nov/Dec 2019	Dec 2019	Minutes and actions from meeting demonstrating appropriate oversight and reporting of PPI activities.	Surgical MIC	In progress

2. **Work in collaboration with key research charities and the Surgical MIC PPI Group to co-produce research and activities.** – We would like to promote co-production for developing new surgical medical technology concepts and research protocols.

Area of work *(all themes)*	Activity	Outputs	Timeline	Outcome	Responsible	Date Completed
Colorectal	Research partnership with Bowel and Cancer Research	Joint proof-of-concept funding call and communications strategy PPI input on three projects per year	Dec 2019	Medical technology focussed proof-of-concept call. Co-production of medical technology research activities and dissemination	Bowel & Cancer Research and Surgical MIC	In progress – partnership in place and projects identified.
All	PPI input for planning MIC workshops and events	PPI input for 4 National Meetings	Dec 2022	Events and workshops that are comfortable spaces for those from a non-medical background.	Surgical MIC	In progress

		PPI input for 12 PPI dissemination events and workshops				
All	Appoint Patient Research Ambassador	PRA available at National Meetings and workshops	Dec 2022	Provision of point of contact for patients and members of the public.	Surgical MIC	7 February 2019
All	Involve PPI in defining calls and selecting projects for proof-of-concept funding	PPI involvement for 4 annual calls PPI scoring sheet	Dec 2022	Inclusion of PPI in commissioning calls and selecting projects that address real patient needs.	Surgical MIC	In progress
HPB	Explore research partnerships for this clinical theme	At least 1 research partnership with a research charity	Aug 2019	Programme of activities or partnership agreement for HPB patients	Surgical MIC	In progress
Vascular	Explore research partnerships for this clinical theme	At least 1 research partnership with a research charity	Aug 2019	Programme of activities or partnership agreement for Vascular patients	Surgical MIC	In progress

3. **Increase our capability and capacity to deliver PPI/E across the Surgical MIC and to industry.** – Our aim is to raise awareness of the principles and practice of PPI/E to industry and researchers to ensure sustainability.

Area of work *(all themes)*	Activity	Outputs	Timeline	Outcome	Responsibility	Date completed
All	Conduct training needs analysis as a joint activity with NIHR@Leeds infrastructure	PPI training requirements	Dec 2019	Training package for PPI members	Surgical MIC	In progress
All	Produce PPI role descriptors	Role descriptions on website	Dec 2019	PPI members that have clarity on their purpose and contributions to the Surgical MIC and business cards for PPI members	Surgical MIC	31 January 2019

All	Provide feedback to PPI on their feedback to industry and researchers	Inclusion of feedback on case studies	Dec 2022	PPI members get feedback on the impact and value of their feedback	Surgical MIC	On going
All	Explore setting up peer support group	WhatsApp group for PPI members	Dec 2019	A safe space for new PPI members to question and get support for activities.	All	Not started

4. **Offer involvement opportunities that are accessible, extend demographic and geographic reach, and that reflect research needs** – We believe that involvement in research as lay partners and participation in research should be accessible to everyone and we aim to broaden the diversity of those involved in our PPI/E activities.

Area of work *(all themes)*	Activity	Outputs	Timeline	Outcome	Responsible	Date Completed
Colorectal	Supported patient with business idea for stoma patients	Facilitated collaboration with product design company	June 18	Funding secured for product development	Surgical MIC	31 March 2019
All	Set up a PPI section on NIHR Surgical MIC website	PPI webpages indexed in search engines	March 2019	Provide website that is easily accessible/navigable and found via search engines	Surgical MIC	31 March 2019

All	Provide email and phone number for queries	Respond within 2 working days to queries	March 2019	Surgical MIC is accessible to patients and members of the public	Surgical MIC	31 March 2019
All	Build a physical presence outside Leeds	At least 2 meetings/events per year at local hospitals or spoke sites.	Dec 2022	PPI will be able to tap into local research opportunities	All	Not started
All	Offer travel bursaries to MIC events	Develop application process	Dec 2022	Provide PPI members with the opportunity to learn more about the other developments in the medtech sector.	Surgical MIC	On going
All	Explore attending high school science and career fairs	Attend at least one event a year	Dec 2022	Raise awareness of medical technology research to increase interest and STEM students e.g. British Science Week Big Bang Fair	Surgical MIC	Not started

5. **Collaborate with key players in local and national health research to communicate engagement and involvement activities.** – We aim to share learning and resources to support effective PPI/E, making best use of resources and reducing duplication.

Area of work *(all themes)*	Activity	Outputs	Timeline	Outcome	Responsibility	Date completed

Colorectal	Presented at Big Bowel Event 2018	Signed up 3 new PPI/E members and 3 SME collaborations	Nov 18	Increased awareness of medical technology development and challenges	Surgical MIC	30 November 2018
Colorectal	Partnership agreement	Signed partnership agreement	Oct 18	Bowel and Cancer Research to act as communications lead for colorectal theme	Surgical MIC	31 October 2018
All	Medical Technologies Group – MedTech Week at Parliament attendance	Potential collaboration with US based companies	Dec 18	Attended event and developed links with US medtech sector	Surgical MIC	On going
All	Explore opportunities to raise public awareness of medtech research to those outside the medical field	Be Curious 2019 (academic) – 30.3.19 Roadshows with PPI Communications Lead	Dec 2020		All	In progress
All	~~Explore running encounter groups facilitated by counsellors to get information of delegates~~			~~Do not have budget for this~~		
All	Patient demonstrations on power wall	One power wall session per year	Dec 2022	Increased understanding of role of pathology in Surgical MIC	Surgical MIC	In progress

All	Joint PPI activities with NIHR@Leeds	At least one joint event per year – International Clinical Trials Day in May	Dec 2022	PPI gain an understanding of the wider medtech ecosystem	Surgical MIC	In progress

6. **Embed both standards for public involvement, and also a culture of feedback and evaluation to demonstrate and evidence the impact of PPI/E.** – We believe in the importance of adhering to appropriate standards in PPIE and embedding a culture of evaluation to demonstrate and evidence the impact of PPIE.

Area of work *(all themes)*	Activity	Outputs	Timeline	Outcome	Responsibility	Date Completed
All	Defining impact for Surgical MIC	Analysis of PPI impact from case studies	Dec 2022	Definition of impact for surgical technologies - NICE MedTech Innovation Briefings	All	Not started
All	Identify non-MIC opportunities to disseminate results of research and programme outputs.	3 case studies per year 3 dissemination events 1 TV/radio slot led by PPI	Dec 2022	Increase awareness of Surgical MIC and opportunities for dissemination to demonstrate impact. - Consider using BAME as dissemination routes (Voice Online, Yorkshire Cancer Research Forum, Asian Voice Newsletter, HealthWatch) - PPI Communications Lead	PPI Committee	Not started
All	Attempt to define PPI KPIs	Key performance indicators for successful PPI involvement	Dec 2022	Develop a measure of success of PPI involvement for technology development	All	Not started
All	Record PPI input on case studies	60% of case studies to have PPI input	Dec 2022	Provide a record of PPI impact	Surgical MIC	In progress

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1	Identify opportunities for joint funding/collaborations to support PPI/E activity and input for HPB and Vascular themes	• Speaking/exhibiting opportunities at 2 PPI-led events • Joint activities and funding calls	01/19 – 12/19	2,	All	
2	Involve PPI Group in development and review of proof-of-concept funding	• Identification of themes for funding call • Scoring sheets for funding applications	01/19 – 12/19	2,	Surgical MIC	
3	Training needs analysis with NIHR@Leeds partners	• Identification of support and training needs for PPI and researchers • Identification of training opportunities	01/19 – 12/19	3,	Surgical MIC	
4	Promote opportunities for involvement	• Online forum on website • Event feedback for bursary recipients on website	01/19 – 12/19	3, 4	All	
5	Identify opportunities to disseminate research	• 3 Articles/blogs for charity/PPI media	01/19 – 12/19	5,	All	
6	Improve communications to wider PPI community	• Appoint Patient Research Ambassador as PPI/E Communications Lead	01/19 – 12/19	5	All	7 February 2019

Patient & Public Involvement/Engagement and Participation Activity Summary 2018

Activity	Objectives	Involvement	Engagement	Participation
PPI Focus Group	Co-production of PPI strategy document	X		
Pint of Science 2018	Increased awareness of Surgical MIC research		X	

Artificial Intelligence Project Workshop	Get feedback on development and future direction	X		
CRS – How to Turn Ideas into Surgical Innovation, Get Funded, Approved, & Safely into the OR (Twitter Chat)	Identify research priorities for surgery		X	
Bowel Aid Project Workshop	Patient input into study design and focus	X		
Vision 2021 – Digital and Medical Technologies	Increased awareness of Surgical MIC research		X	
Surgical Imaging Clinician and Academic Exchange	Identification of collaborations to take forwards			X
Bowel & Cancer Research Survey 2018	Identification of patient needs			X
The Big Bowel Event 2018	Raise awareness of Surgical MIC activities		X	
BBUK Annual Symposium	Dissemination Event		X	
National Meeting 2018	Dissemination Event			X
Grant development for digital health project	Patient input into study design	X		

Patient & Public Involvement/Engagement and Participation Activity Summary 2019

Activity	Objectives	Involvement	Engagement	Participation

Patient & Public Involvement/Engagement and Participation Activity Summary 2020

Activity	Objectives	Involvement	Engagement	Participation

Patient & Public Involvement/Engagement and Participation Activity Summary 2021

Activity	Objectives	Involvement	Engagement	Participation

Patient & Public Involvement/Engagement and Participation Activity Summary 2022

Activity	Objectives	Involvement	Engagement	Participation