

Patient & Public Involvement in Research Payment Policy

Document No R&I PO5

Specific staff groups to whom this policy <u>directly</u> applies	Likely frequency of use	Other staff who may need to be familiar with policy
Researchers Finance Department Research Development Team	As required	R&I department staff

Main Author(s):	Sharon Nolan, Communication & Patient and Public Involvement Manager
Consultation:	Research & Innovation Senior Team
Ratifying Committee:	Research & Innovation Group
Executive Lead:	Chris Burton, Medical Director
Date of Approval:	July 2017
Next Review Due:	July 2020
Version:	2.0
KEYWORDS:	PPI Payment Policy, voucher

Summary of changes since the previous version	<ul style="list-style-type: none"> a) Policy has been incorporated into the new NBT template. b) Appendix A: the branding of Research & Innovation Springboard Fund has been bought into line with the Charity Branding and is now called the Southmead Hospital Charity Research Fund..
--	--

1.0 Executive Summary

Patient and Public Involvement in research (PPI) is known to improve the quality of research, ensuring the research questions are relevant to the patient population and the research design is feasible. PPI activities include but are not limited to groups meetings, individual discussions, use of social media and surveys. The costing of PPI into research grants is necessary to ensure adequate resources are made available and no patient is out-of-pocket, or excluded from engaging in research due to financial reasons.

This Policy outlines the procedure for paying patients and members of the public who are engaged in Patient and Public Involvement activities whilst developing research grants at North Bristol NHS Trust (NBT). This type of activity occurs before grant submission and so cannot be costed into the grant and therefore these costs are met through the R&I Office budget. The costs incurred supporting PPI activities during grant development should be recouped through successful grant applications where possible. All research at NBT is overseen by the R&I Office.

Contents

1.0	Executive Summary.....	2
2.0	Policy Statement	3
3.0	Purpose of the Policy.....	3
4.0	Scope of the Policy.....	3
5.0	Definition of Terms	4
6.0	Roles and Responsibilities.....	4
7.0	Procedure.....	5
8.0	Monitoring Effectiveness.....	7
9.0	Associated Policies/documents.....	8
10.0	References.....	8

2.0 Policy Statement

2.1 This Policy outlines the procedure for paying patients and members of the public who are engaged in Patient and Public Involvement (PPI) activities whilst developing research grants at North Bristol NHS Trust (NBT).

3.0 Purpose of the Policy

3.1 At NBT, PPI in research is an 'active partnership' between members of the public and researchers in the research process, rather than taking part in the research itself as a 'subject.'

3.2 The National Institute for Health Research (NIHR) and many other funding bodies support and encourage PPI in the research that they fund on the basis that this can lead to better research that is more focused on the needs of patients and can accelerate the transfer of research evidence into practice.

3.3 NBT's Patient & Public Involvement in Research Payment Policy is drafted in accordance with INVOLVE guidelines. INVOLVE is a national advisory group which supports greater public involvement in NHS, public health and social care research. INVOLVE is funded by and is part of the NIHR.

3.4 NBT aims to ensure that patients and the public are not financially out-of-pocket whilst involved in research PPI activities at the Trust or excluded from taking part due to financial limitations. Where possible this funding is sourced from grant funding and PPI activities should always be costed into the grant submissions appropriately. This policy sets out how financial support can be accessed to undertake PPI activities in support of a grant submission.

4.0 Scope of the Policy

4.1 This policy is aimed at all NBT staff who are involving or intending to involve patients and members of the public in PPI research activities relating to grant development, excluding activities that can be covered by their research grant funding (see paragraph 4.2).

4.2 Researchers should ensure that sufficient financial provision is made within their research grant application for funding to support PPI in the delivery of their research. Support for costing PPI into research grant applications is provided by the R&I Research Development team.

4.3 Payment will not be made to PPI members for attendance at open access public meetings or to take part in surveys/questionnaires where PPI members choose to attend in line with their personal interest areas. Examples of this type of engagement would include attending research events run by the R&I Office.

4.4 Supporting People in Receipt of Benefits

- 4.4.1 People who receive anything that might be deemed to be earnings or income by Her Majesty's Custom and revenue service (HMRC) may put their benefit entitlement in jeopardy. It must be noted that income can include any payments made, or vouchers or financial gifts given. It is extremely important that NBT works transparently and sensitively. PPI partners receiving any payments or anything that can be classed as income should be made aware that this may impact on their entitlement to benefits. Breach of benefit conditions can result in an individual's benefits being stopped.
- 4.4.2 Any payment made by NBT to PPI partners has implications for the individual's personal financial circumstances. People in receipt of benefits must keep to the conditions of those benefits on what they can do and the amount they can be paid. If a person even inadvertently breaches their benefit conditions in some way while offering their help through involvement, this could have serious consequences for the individual and not NBT to comply with the conditions of their benefits.

4.5 Carers

- 4.5.1 NBT recognises that in some circumstances PPI members will need to arrange for carers/support workers to accompany them to a meeting, or to take over caring responsibilities while they are at a meeting (including childcare, care of family members with disabilities.)
- 4.5.2 Where reimbursement is needed for carers/support workers, this is looked at on a case by case basis and the meeting organiser should agree this in advance with the Communication and PPI Manager in the R&I Office. Where NBT is reimbursing the cost of the care or support workers to support PPI members to attend, this should be delivered by a registered worker.
- 4.5.3 For the avoidance of doubt, the carer or support worker is engaged by the PPI member and not by NBT.

5.0 Definition of Terms

Term	Definition
NIHR	National Institute for Health Research
PPI	Patient and Public Involvement in research
R&I Office	NBT Research & Innovation Office

6.0 Roles and Responsibilities

6.1 The **Researchers** are responsible for:

- The day to day conduct of the study.
- Ensuring that members of the public have a voice in the development of the study.
- Liaising with the Communication and PPI Manager in the R&I Office to ensure the research team adhere to NBT's Patient & Public Involvement in Research Payment Policy.

6.2 The **Communication & PPI Manager** is responsible for:

- Providing PPI support to Researchers when developing their research application.
- Ensuring that the NBT Patient & Public Involvement in Research Payment Policy is maintained in line with INVOLVE's national guidelines.
- Liaising with the R&I Finance Lead and Research Development Team to ensure the costs are appropriately allocated.

7.0 Procedure

7.1 Eligibility for Research & Innovation Financial Support

7.1.1 In order that researchers are able to involve patients and members of the public at the development stage of their research idea, the R&I Office offers financial support to support PPI activities to researchers who are developing research grant applications which will be submitted through NBT.

7.1.2 Financial support will be in the form of a non-cash transferable voucher for each 'active' public member who is taking part in an initial research idea scoping/feedback exercise. This will be refunded back to Research & Innovation if the grant is successful. (See *Appendix A for criteria.*)

7.1.3 Researchers should submit requests for financial support for PPI activities to the Communication and PPI Manager in the R&I Office

7.2 Methods of Payment

7.2.1 A non-cash transferable 'Love to Shop' voucher to:

- provide a payment to public members for their time.
- reimburse public members for parking/travel costs.

7.2.2 Payment in cash (out of pocket expenses)

- Payment in cash will be made on a case-by-case basis. This needs to be approved by the Communication and PPI Manager and authorised by the relevant budget signatory.

Please contact the Communication and PPI Manager in the R&I Office to proceed with either method of payment.

7.3 Financial Audit Trail

- 7.3.1 It is essential for financial auditing purposes that an audit trail of who has been given payment for PPI activities is maintained.

- 7.3.2 Researchers will need to maintain a register with a signature of the person who has received payment, together with their name and the Research Project title. (See *Appendix B*). This should then be sent to the Communication & PPI Manager for financial audit and monitoring purposes.

8.0 Monitoring Effectiveness

8.1 The below table details the monitoring procedures in order that NBT can be assured that compliance with a policy is being met.

What will be monitored	Monitoring/ Audit method	Monitoring responsibility (individual/ group/ committee)	Frequency of monitoring	Reporting arrangements (committee/group the monitoring results are presented to)	How will actions be taken to ensure improvements and learning where the monitoring has identified deficiencies
The amount of money being allocated against PPI activities.	<p>Communication & PPI Manager will maintain a spreadsheet and individual registers of the vouchers issued by the R&I Office.</p> <p>The spreadsheet will be reviewed, on an ad hoc basis and when a new Purchase Order is required. Feedback will be provided to R&I senior team as necessary.</p>	Communication & PPI Manager will maintain the spreadsheet.	Communication & PPI Manager will review the spreadsheet, on an ad hoc basis and when a new Purchase Order is required.	Monitoring results will be reported to the R&I Senior management Team (STM) as necessary, and reviewed on an annual basis at STM.	The Communication & PPI Manager will review the register of attendance provided by the Researcher at the time the PPI meetings occur, to ensure the correct information is provided to the R&I Office.
The amount of funding recouped against successful research grants.	The value of PPI monies to be recouped will be recorded on the R&I EDGE system. Monies will be moved from the grant budget to the R&I office	Research Development Manager	Quarterly	Data will be presented to the STM quarterly	Each quarter, any missing data will be retrospectively entered into EDGE and monies will be moved to the R&I office budget.

9.0 Associated Policies/documents

- Appendix A: NBT Payment Scales for Patient and Public Involvement in supporting research activities.
- Appendix B: PPI meeting Register of Attendance

10.0 References

- www.invo.org.uk INVOLVE was established in 1996 and is part of, and funded by, the National Institute for Health Research, to support active public involvement in NHS, public health and social care research.
- www.nihr.ac.uk National Institute for Health Research fund health and care research and translate discoveries into practical products, treatments, devices and procedures, involving patients and the public in all our work. They ensure the NHS is able to support the research of other funders to encourage broader investment in, and economic growth from, health research. They work with charities and the life sciences industry to help patients gain earlier access to breakthrough treatments and they train and develop researchers to keep the nation at the forefront of international research.



APPENDIX A

NBT Payment scales for Patient and Public Involvement in supporting research activities

Research & Innovation scales of payment for members of the public/patient volunteers involved in research activities at North Bristol NHS Trust. This includes time for a reasonable amount of pre-reading ahead of meetings. It excludes patients who are participants in research. These costings are for a maximum of ten people unless otherwise stated. These rates are in accordance with NIHR Involve payment guidelines.

Activity	Example payment allowance
Patient & Public Involvement Initial research idea discussion meeting Estimated meeting time two hours	£20 per person per meeting (includes payment for car parking)
Research Project/Steering group (maximum two public members)	£20 per hour, per person (includes some pre-meeting reading time, reimbursement for parking)
Reading and commenting on a short document e.g. up to 4 pages, via email (estimate 30 minutes reading)	£5 per person
Reading and commenting on a research proposal up to 20 pages via email (1 hour's reading)	£10 per person
Southmead Hospital Charity Research Fund	£40 per person = (4 hours, this includes reimbursement for parking. Lunch provided)
Southmead Hospital Charity Research Fund (Scoring Panel meeting)	£40 per person (includes some pre-meeting reading time, reimbursement for parking. Lunch provided)

**APPENDIX B****PPI meeting register of attendance**

Researcher's name	
Research project title	
Number of vouchers per member	
Total value of vouchers	£
Date of meeting	

NAME OF VOUCHER RECIPIENT	SIGNATURE