The online Patient and Public Involvement (PPI) impact log for researchers and public contributors- Frequently Asked Questions

Q1. Do I need to have a Microsoft Office 365 account to create my own PPI impact log?

A1. Yes, to be able to duplicate the online PPI impact log you will need an Office 365 account. You may also need permissions from your institution to be able to duplicate the impact log. If you have any issues, please do contact us at **enquiries@phwe.org.uk** and we can send you a template that you can use without needing a Microsoft account.

Q2. What should I do if I have trouble accessing the online PPI impact log?

A2. If you have any issues with accessing the online PPI impact log you can contact us at: **enquiries@phwe.org.uk**.

Q3. How should I support public contributors to complete the online PPI impact log?

A3. When sending public contributors the link to the online PPI impact log there are a number of ways that you could support public contributors to complete the log:

1.You might want to offer a one-to-one meeting to show them how to enter their responses in the form.

2. You could send an introductory email explaining why you are asking them to complete the log, and what the information will be used for. You could also mention how you will handle the information they provide within their responses. It is also important to emphasise that there are no 'wrong answers' and that any

feedback or information they could provide about their experiences and impacts are valuable.

3. You could send an email after you have received their feedback with an acknowledgment of receipt and your plans for next steps.

If you would like us to help you support you in this process please contact: **enquiries@phwe.org.uk**.

Q4. What will happen to the information that is entered into the online PPI impact log?

A4. When you duplicate the online PPI impact log (for researchers and public contributors) all of the information from that log will be stored onto your computer. Therefore, it is important that you adhere to the University's standard procedures for the collection and processing of confidential information and personal data.

Q5. When should I use the online PPI impact log?

A5. It is recommended that you complete regular evaluations of PPI throughout the process of working with patients and the public. You might want to schedule in specific time points that would be suitable to record impact. For example, you might want to capture the impacts of PPI following each activity, or you might want to hold evaluation sessions every month. It is important to have conversations with the public contributors to make decisions about how, when and what impacts you are capturing.

Q6. Can I use the online PPI impact log more than once?

A6. Yes, you can complete the online PPI impact log using the same link throughout your project.

Q7. Are there alternative options for recording PPI impact?

A7. Yes, we also have a paper version of the PPI impact log, so if you would like a copy of this, please contact us at: **enquiries@phwe.org.uk**.

Q8. Who can I contact if I want to know more about capturing the impact of PPI?

A8. We are happy to support you with thinking about how and what to capture as PPI impact- if you would like further information please contact

enquiries@phwe.org.uk