Appendix 6 – Flow chart of process for Involvement Activities

The flow chart below outlines the complete process of involving people with lived experience in a Trust project.

1 - Idea
- Lived experience activity required by Trust
- Lived Experience Involvement Activity Description Form completed and sent to PET

2 - Recruitment
- Involvement Activity Description Form promoted by PET to people with lived experience
- Candidates collated and sent to Activity Lead for shortlisting and discussion/interviews
- Candidates chosen

3 - Confirmation
- Candidates sent Letter of Involvement to confirm details
- Pre-meeting booked in with Activity Lead, Patient Experience and candidate(s)
- Lived Experience Agreement to be signed by candidate and Activity Lead
- Candidates confirmed for the activity

4 - Start
- Activity begins

4 - During Activity
- Support to Activity Lead and/or department from Patient Experience Team
- Support to people with lived experience from Activity Lead/Patient Experience if required

5 - After Activity
- De-brief to people with lived experience by Activity Lead
- Evaluation forms from Activity Lead and People with lived experience sent out by Patient Experience