

## Patient and Public Involvement at the CRF

### What is the CRF?

The Oxford cognitive health Clinical Research Facility (CRF) is a team of professionals from different disciplines, working together to deliver research on cognitive and mental health. As part of Oxford Health NHS Foundation Trust, we work closely with the University of Oxford to make sure our research is world-leading.

### What is PPI?

Patient and public involvement (PPI) ensures that research is carried out 'with' members of the public, rather than 'to' or 'for' them. Involvement can include patients, carers and members of the public working together with researchers to support the delivery of research and improve the experience of participation.

Researchers may not have first-hand experience of research participation or the illnesses they are researching. Collaboration between researchers and members of the public can ensure that we are working to meet the needs of service users.

### Who is eligible?

You do not need any experience, just a willingness to attend meetings and give your perspective. We are always keen to hear your opinions!

### What does it involve?

Members of Engage are invited to attend group meetings roughly every two months. These take place at the Warneford Hospital, but we can arrange for members to attend remotely if this is preferred. Occasionally, sensitive information may be discussed, and it is expected that this will remain confidential and will not be shared outside of the group unless there is a concern for an individual's safety.

Light refreshments will be provided (when Trust policies allow this), travel costs will be reimbursed, and members receive an allowance for lunch purchased from the Warneford Hospital Cafe. Meetings generally last around 1.5 hours.

### What are the benefits?

You would have an impact on the way research is delivered and visits are conducted at the CRF. You would also support the CRF to become a welcoming and inclusive space, so that participants have a more enjoyable and engaging experience.

### **Payment information**

If you participate in the group, you are entitled to receive payment for your time, if you would like this reimbursement. In addition, we will reimburse expenses arising from travel costs, and if you have bought tickets etc. yourself, we will reimburse you as soon as possible after we receive the original receipts and a signed claim form from you (which we will provide). Offering payment for your time recognises the contribution that you make to our work. It does not mean that you have a contract of employment with us.

You will have the opportunity to receive reimbursement by bank transfer (BACS) or cheque, and it may take a few weeks for you to receive payment. Your personal details will be seen by the staff members involved with your claim, as well as budget holders, and financial administrators. Your forms will be held securely on either University or Trust servers. Your details will not be used for any other purpose than to pay you, and you will need to complete a new form each time you make a claim.

Our rates are based on those of other similar organisations and are a guide. Payment will be agreed with you before work is done, usually at a rate of £25 per hour. Group members are offered reimbursement of



**Angela Conlan**  
PPI Lead



**Eleanor Paris**  
Research Assistant