**Key Information Form for New Patient and Public Contributors**

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| Name of group: |
| Academic lead (if appropriate): |
| Main staff contact: |
| Email: |
| Telephone number: |
| Facilitator: |
| Public Contributor Role description: |
| Key finance contact: |
| Purpose of the group: |
| Frequency of meetings: |
| Group location: |

*Please turn over*

**Key Information Form continued**

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| Expected duration of involvement: |
| Is any specific training/ induction provided? |

Is a public contributor ‘buddy’ system in place? Where new public contributors who wish to be are paired with a more experienced public contributor?

Yes No

Is there an involvement strategy for the project/ teaching programme? Yes No If yes, this should be provided.

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| How will I receive feedback and how often will I receive feedback? |
| What expenses will be reimbursed and how will I be reimbursed? |
| Will I be given an honorarium (payment) for my time in addition to expenses? If so what will I be given for different tasks? |

**Personal Emergency Evacuation Plans (PEEPs):**

Some people may need help and assistance to leave a building in the event of an emergency evacuation. If so a Personal Emergency Evacuation Plans (PEEPs) will need to be completed and sent to your staff contact. Please visit the following link for further information or ask your staff contact [***www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps***](http://www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps)