

Event Evaluation Report:
Public Contributor Induction Session
22nd October, 2019

"Very informative and very well presented by all." Public Contributor

"All presentations were delivered in a clear, coherent and confident manner." Public Contributor

"An excellent day and a decent lunch. Well worth the effort of attending. Hope to be involved with future studies. Helpful staff." Public Contributor

Background and Context:

The Faculty of Biology, Medicine and Health (FBMH) widely considers Patient and Public Involvement and Engagement (PPIE) to be a core strength and places it in high regard by fully embedding it in our research and teaching.

The Faculty has a five year [Social Responsibility strategy](#) (2017-2022) and The University of Manchester has a three year [Public Engagement strategy](#) (2017-2020). The strategies both feature actions and key performance indicators.

The Faculty's Social Responsibility and Public Engagement (SRPE) Team created an Induction Programme for Public Contributors which consists of an Induction Session, Induction Booklet and a series of training sessions. The 22nd October 2019 is the third time the Induction Session has been held.

The Induction's primary purpose is to provide public contributors with the opportunity to learn about the University, the Faculty, and their role as a public contributor. Its secondary purpose is to allow public contributors to network with each other and to inform them about further involvement opportunities.

"Public contributors are very much at the centre of our Faculty as through their engagement and involvement they help shape our research and teaching which enables us to have a wider contribution to society."

**Dr Stephanie Snow,
Faculty Academic Lead for Community Engagement and Involvement**

Planning the Induction Session:

The programme was based on the previous session which took place in February 2019, which was co-produced by members of the PPIE Forum¹. Changes were made due to the feedback received from previous attendees including; additional time being given to speakers, timings were removed from the programme and the session started later to allow for carers to attend.

¹ PPIE Forum includes representatives from the schools and divisions within the Faculty, Public Contributors and the SRPE Team.

Building Upon the Previous Sessions:

Based on the feedback from the first induction session, and the success of the second, the:

- Session length remained at 3 hours but had a slightly later start-time,
- Attendees were provided with a glossary of words and printed out versions of the presentation slides,
- Attendees were asked at the start of the session what they would like the ground rules for the session to be,
- The programme was circulated to attendees in advance of the session,
- Additional time was allowed for questions after each presentation,
- Lunch was provided to allow attendees the opportunity to network and regular breaks were included in the programme for this,
- Attendees received more information about how to find out about PPIE opportunities (e.g. digest/newsletter/blogs/forum),
- The room lay-out was a boardroom style which helped facilitate conversations and create a more informal feel.



A feedback form was presented to the attendees after the session to gather information that we can further build upon for the next Session (see appendix 1).

The Induction:

The session was hosted by Dr Stephanie Snow, Academic Lead for Community Engagement and Involvement and the programme (see appendix 2) featured talks from a researcher, a senior lecturer, public contributor and members of the SRPE Team. The aim of the session was to inform public contributors about their PPIE role within the Faculty.

In total eight public contributors from across the Faculty attended the session. Attendees each received the Faculty '[Being a Public Contributor](#)' Induction guide which is an example of the support and resources the Faculty is creating for staff, students and public contributors who are involved in PPIE.

“I found Public and Patient Involvement very enriching and life-affirming with the best bits being what I have learnt and the people I have met.”

**Kay Gallacher,
Public Contributor speaker**

Social media training course (optional):

There was also the option for public contributors to attend a social media training course after the Induction Session. In the session attendees learnt about Twitter, how to use Twitter, and

the benefits of using social media for PPIE. Three public contributors attended this optional session. Building upon past sessions, the training course included:

- Social media statistics
- A live tweet using ideas suggested by attendees
- Comparison between good/bad tweets

Social Media

For the session we used the hashtag #PPIEInduction2019 a unique hashtag for the October 2019 session. The hashtag earned 9075 impressions and 90 engagements. This is 5,691 more impressions and 75 more engagements than last year's hashtags. Continuing to see increases in the reach of our posts in this way will continue to be a priority for our future sessions.

Visitor Feedback:

The feedback received from the event was very positive with words such as *"inspiring"*, *"fantastic"* and *"informative"* being used to describe the session.

The whole group found the interest, relevance, enjoyment and learning either "excellent" or "good". Networking received one "average" and one "poor" score but it is worth noting that the participant who scored "average" for networking, also praised the event as having *"great interaction with participants"*. The different sections of the day were also rated very highly with each presentation being scored either "excellent" or "good". Only one person scored the Public Contributor presentation "average".

What to modify for the future:

- Time management
- Providing name labels
- Using a different venue
- Giving some background information on the attendees

When asked if attendees would like any additional information to be included in the session, they responded:

- "People mostly want to know where to find new PPI opportunities and who to contact"
- "I am a complete beginner. A base level intro would have been very useful."
- "Highlight University open day and university community festival to show how public engage with university"

"PPI is such a rewarding thing to do - working together and all being on the same page."- Public Contributor

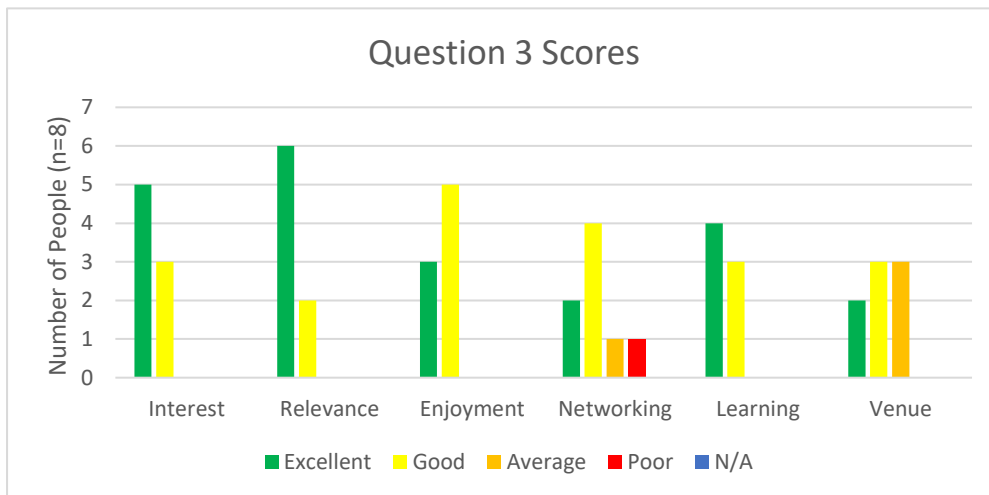
Recommendations:

It is recommended that we:

- Continue co-production model

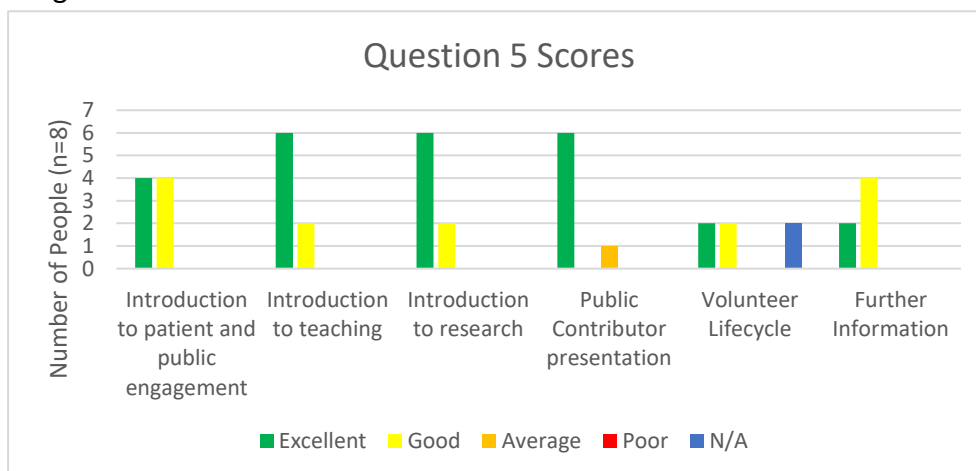
- Continue co-production of resources for staff, students and member of the public involved in the Faculty’s PPIE activities
- Continue to celebrate PPIE within the Faculty
- Continue to showcase Faculty PPIE projects
- Continue to communicate PPIE opportunities and inform members of the public of the PPIE work taking place in the Faculty through our digest and social media account.
- Host a series of Induction Sessions and training sessions for Public Contributors.

Evaluation Data Analysis



When asked to give one word to describe the session (Question 4 – see appendix 1), 6 out of 8 attendees provided the following words:

- Informative
- Inspiring
- Fantastic
- Interesting
- Insightful



Appendix 1:

Public Contributor Induction Session Evaluation Form

1: What went well today?

2: What could be improved?

3: How would you score this event?						
		Poor	Average	Good	Excellent	N/A
	Interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Relevance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Enjoyment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Networking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Learning new information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Venue/facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Please write one word to describe the session.

5: How would you score the sessions?						
		Poor	Average	Good	Excellent	N/A
	Introduction to patient and public engagement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Introduction to Teaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Introduction to Research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Public Contributor presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Volunteer lifecycle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Further information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Is there any other information that you would have liked to have been included? Are there any other speakers that you would like to hear from?

7. Is there anything else that you would like to tell us?

Appendix 2: Programme

Hosted by Dr Stephanie Snow, Academic Lead for Community Engagement and Involvement, Faculty of Biology, Medicine and Health.

Arrival and Registration

Welcome and Introduction to the University and Faculty

Dr Stephanie Snow, Academic Lead for Community Engagement and Involvement

Introduction to Patient and Public Involvement and Engagement

Dr Hawys Williams, Social Responsibility and Public Engagement Manager. An informative session about the role of a Public Contributor and Patient and Public Engagement within the Faculty.

Public Contributor presentation

Kay Gallacher, Faculty Public Contributor. Kay will discuss her role as a Public Contributor within the Faculty.

The Volunteer Lifecycle Project

Dr Hawys Williams, Social Responsibility and Public Engagement Manager. We would like to hear your thoughts on the work we have been doing as part of the public contributor journey.

Refreshment and networking break (Networking optional)

Tea and coffee break

Introduction to Research

Dr Suzan Verstappen, Reader, Division of Musculoskeletal & Dermatological Sciences. Suzan will discuss patient and public involvement within research and the role of a public contributor.

Introduction to Teaching

Dr Ang Davies, Senior Lecturer in Clinical Bioinformatics and Genomics and Programme Co-Director MSc in Clinical Bioinformatics. Ang will discuss Patient and Public Involvement and Engagement within teaching and learning and the role of a public contributor.

Signposting to other opportunities and further information

Samantha Franklin, Social Responsibility Project Officer. Sam will discuss how you can find out about patient and public involvement and engagement within the Faculty and will provide you with further information about who to contact for advice.

Closing remarks

Dr Stephanie Snow, Academic Lead for Community Engagement and Involvement.

Lunch

Optional Session: Social media training session

Training hosted by a member of the Faculty's Digital Social Media team. During this session you will learn about the basic principles of Twitter and learn tips including what you can and can't tweet.