

Supporting patients and the public to engage effectively in meetings, conferences and committees

Patient and Carer Representatives Checklist	✓
Do I fully understand the purpose of the meeting/conference I am being invited to attend?	
Do I feel confident to undertake this role? Do I need any extra support?	
Do I know which organisation/group is arranging this meeting?	
Do I know who I am representing – myself as an individual or a wider group?	
Do I know how often the meeting takes place – can I commit to the schedule of meetings?	
Do I know where the meeting is taking place and how to get there? Is parking available? Do I know where the room is? Will anyone be meeting me? Are the facilities appropriate/accessible?	
Do I know how long the meeting will last?	
If I can't make it is there an agreement for a deputy?	
Is there a briefing sheet about the meeting that I can have?	
Do I know who the key contact is for arranging the meeting? Do I have relevant phone/email contacts?	
<p>Does the organisation or group asking for representatives fully understand the following:</p> <ul style="list-style-type: none"> • The purpose of the patient representative role (be sure they really understand who you are representing for example the whole community or particular topic or interest) • That the you are a representative of the User Panel/Healthwatch/other group not there as an individual? • That I cannot 'vote' on issues without the support of the group I represent 	
Have I seen the Terms of Reference – if not who do ask to get a copy?	
Do I know who else will be attending?	
Will I get the agenda and information in advance?	
How far in advance will I have the papers – as a guide a minimum of 7 days to read papers should be provided?	
Will the meeting have minutes that are made public? Do I know how to report back to the wider group?	
Do you know how are the wider community views are inputting into this work?	
Have you been asked to supply any information in advance? If yes, who will co-ordinate this? How will you know this has been done?	
Do you belong to any other networks or groups that present a conflict of interest in undertaking this role? If yes, would it be better for someone else to attend or are you confident that you can remain free from bias at all times?	
<p>Who is responsible for paying any expenses for attendance -</p> <ul style="list-style-type: none"> • Do you know how to claim? • Have you seen a policy or procedure? 	