

# WALES CANCER RESEARCH CENTRE STANDARD OPERATING PROCEDURE

## INDUCTION, TRAINING AND MENTORING

**Version:** 1.9

**Division:** WCRC PPI

**Supersedes:**

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## Revision Record

Version	Reason for Revision
1.8	Updates previous version
1.9	Updated existing SOP
2.0	
3.0	

Individuals using an SOP should ensure that they have the current version, which can be found via the WCRC internet. Printed SOPs are not version controlled documents.

### Glossary

Research Partner (RP) – members of the public who are involved in research. Also known as Public Contributors

Project Co-ordinator – the main point of contact in a project. This could be the Trial Manager or a Project Officer

The Public Involvement and Engagement Team (PIE) – this team is part of the Health and Care Research Wales Support Centre

## **1. Introduction**

The Wales Cancer Research Centre (WCRC) recognises the need to provide a structured induction, training and support to Research Partners (RPs) to enable them to make an effective contribution throughout the research process, from deciding on research priorities to dissemination of results. Whilst it recruits and values RPs for their lay perspective, some understanding of the research cycle and research methods can strengthen their ability and confidence to contribute effectively.

## **2. Purpose**

This SOP outlines the induction, training and mentoring that is provided for the RPs.

## **3. Scope**

This SOP applies to RPs involved within the WCRC.

## **4. Responsible Personnel**

This SOP applies to all members of staff supporting RPs in the WCRC.

### **Further advice and assistance**

If you require advice or guidance on how to implement this SOP, please contact your Theme RPs. For contact details of your Theme RPs, contact the PPI Project Officer for your theme.

It is essential to read the National Standards for Public Involvement: these standards are a national framework to improve the quality and consistency of public involvement in research. They include indicators to signal whether PPI in research meets the standards and can be found at <https://sites.google.com/nih.ac.uk/pi-standards/home>

Step	Action	Responsibility
1	For each involvement opportunity, a role description and person specification is drawn up. Each RP is selected according to the skills and experience required for the role, whilst accepting that they may require or desire some further training and support to be fully effective in the role.	Project Co-ordinators
2	The Project Co-ordinator will invite the prospective RP to an induction meeting when they are offered an RP role. (See Appendix 1 for sample checklist for the meeting).	Project Co-ordinators
3	RPs are assigned a mentor, often the Project Co-ordinator. The mentor will maintain regular contact with the RP, provide support, information or clarification on the role of the RP and will signpost appropriate training and support. They will also set up regular meetings either by phone or face-to-face with their RPs.	Project Co-ordinators
4	Mentors should make themselves available should their RPs have any concerns outside of their regular meetings, in case the RPs feel there are any perceived barriers to their ability to fulfil the role.	Mentors, Project Co-ordinators, RPs
5	RPs should also identify any training and support needs, attend any relevant training offered and complete online or paper-based diaries for meetings attended, where necessary. These diaries will be used to qualitatively collect data relating to these activities and enable staff to capture PPI activity for the project including measuring impact. It also provides an opportunity for RPs to voice their thoughts and opinions on the activities they are involved in. The Project Co-ordinators can access the diaries so that they can monitor the progress and impact of the RP, and sort out any issues or misunderstandings quickly. (See Appendix 2 for a sample of a diary)	Project Co-ordinators, RPs
6	Most training needs will be met through the suite of training provided by the Public Involvement and Engagement (PIE) Team at the Health and Care Research Wales Support Centre. Bespoke study specific training may be available in-house.	Project Co-ordinators
7	Project budgets should allow at least £100 per RP for other training which covers costs of travel to and from training events. If it is anticipated that particular specialist training of RPs might be required, then more should be budgeted for. There are no honoraria offered for training time.	Project Co-ordinators

## 5. Appendices

### Appendix 1 – Sample checklist for induction meeting

- General information about the work of the Unit and commitment to public involvement
- Policy for PPI&E
- Terms of Reference and membership
- Background to research project including names, brief details and roles of research team
- Specific role of RP
- Discussion and agreement on the impact we want the RP to make to this project
- Discussion of any initial training needs
- Membership of the public involvement community and support available (if not already a member)
- SOPs: Finance, Recruiting and Training
- Partnership agreement
- Mentorship agreement
- PPI structure /organogram
- Glossary of terms
- Next steps – next meeting etc
- Copy or link to National Standards for Public Involvement

### Appendix 2 – sample of an RP's diary

<b>Name</b>
<b>Date of Activity</b>
<b>Description of Activity/type of contact</b> (e.g. reviewing papers, websites, telecom, email, one to one meetings, general meetings, engagement. Include any comments/suggestions made by you. Please include all instances when you were expressly asked for your opinion or to assist with something.)
<b>Further details including input from public contributor and any changes made as a result or new ideas added</b>