

**Community Engagement Design Checklist**

This checklist has been developed to promote good practice and to quality assure staff-led community engagement work. It covers both legal and ethical issues, such as data protection and informed consent.

The checklist is a self-assessment form which is designed to help staff who are planning engagement work.

**This booklet contains:**

Section One: Guidance Notes

Section Two: Blank form

Section Three: Examples of completed forms

## Important note

* In general, if the study could be reported so that others can learn from its results rather than simply from its process, then the findings are 'generalisable' and the study requires ethics committee approval.
* If you are undertaking a study or piece of work which is generalizable then you may need to seek advice from your organisation's research and development department.
* If the results are pertinent only to the service or locality under study, then it may fall under the broad heading of 'service development' and not require ethics committee approval.

If you require any assistance in completing this form you should contact your organisation's Clinical Governance Support staff.

**SECTION ONE: Guidance for completion**

Please consider the following when planning your community engagement. The checklist has been divided into sections which relate to the different ethical and legal issues detailed below.

Not all sections of the checklist will apply to the work you are planning. Where appropriate use the N/A (“not applicable”) option.

*Section Issues to consider*

1. Before you start this work it is important to ensure that you are not replicating existing work. It is equally important to ensure that, where appropriate, a patient, carer, member of the public or staff has been involved in the design of the work. To minimise over-commitment and burden to patients, carers, members of the public or staff, you should ensure that potential recruits are not currently involved in any other surveys or community engagement work.

2. If there are any potential benefits or hazards these should be noted. You should also note any measures that you have taken to ensure that any risks to participants have been minimised, such as risk assessments. Risks may also relate to 'disclosure' of information or sharing of otherwise sensitive or confidential information. This may relate to the title of your work, for example asking patient, carer, member of the public or staff to complete a questionnaire relating to their experiences of recent eating disorder service may lead to disclosure of information without consent.

3. All participants should be assured that participation is voluntary and be aware of their right to refuse or withdraw at any time. They should also be reassured that taking part will not affect current or future treatment of the patient, carer, member of the public or staff or family member/carer/friend.

4. All community engagement work should aim to be inclusive. If anyone has been excluded because of sexual orientation, age, ethnic group, gender, religion, belief or disability you should note your reason for this. All data should be analysed or reviewed to consider issues across diverse groups

5. Informed consent is at the heart of ethical research and evaluation of health and engagement. Where appropriate, consent of participants should be requested either orally or in writing. An information sheet, or a letter sent to participants, should list everything relevant to the interests of participants - including expected length of commitment, point of contact and how expenses will be paid. This should be made available to all participants prior to obtaining consent and should be available in a range of formats and languages.

6. Where appropriate, participants should receive reimbursement for any expenses incurred, including any carer or associated costs. Funding should be in place to support this.

7. All data should be stored according to the Data Protection Act (2018) and General Data Protection Regulations (GDPR). You should ensure that all data is anonymised and appropriately stored.

8. Once you have completed this work, you should ensure that it is appropriately disseminated. All participants should receive feedback, which can include writing to participants and displaying posters. A copy of your report should also be forwarded to relevant management teams and widely publicised.

9. All work should include recommendations for outcomes, their delivery and improvement. Staff should also detail how outcomes will be monitored and evaluated.

**SECTION TWO: Ethical Design Checklist**

|  |  | | If **Yes**, please provide/attach details;  if **No**, please justify |
| --- | --- | --- | --- |
| 1 | Have you ensured that this work has not been done before? | yes/no/NA |  |
| Have patients, carers, members of the public or staff been involved in the design/development of the project? | yes/no/NA |  |
| Will you ensure that potential recruits are not currently involved in any other surveys or community engagement work? | yes/no/NA |  |
| 2 | Are there any expected benefits to participants? | yes/no/NA |  |
| Have any potential hazards been minimized?  (Including unwitting disclosure of medical condition or personal circumstance) | yes/no/NA |  |
| 3 | Will participants be assured that participation is voluntary and that can refuse or withdraw at any time? | yes/no/NA |  |
| 4 | Have you ensured that no participant is excluded on the grounds of sexual orientation, age, gender, religious belief, ethnic group or disability? | yes/no/NA |  |
| 5 | Will potential participants receive verbal or written information about the project? | yes/no/NA |  |
| Will information be provided in languages other than English? | yes/no/NA |  |
| Will information be provided in formats other than standard type (eg Braille, large font)? | yes/no/NA |  |
| Will informed consent be obtained - either verbal/written? | yes/no/NA |  |
| 6 | Will participants be reimbursed for any expenses incurred? | yes/no/NA |  |
| 7 | Will you ensure that all identifying data is removed and that all records (paper and computer) are anonymised | yes/no/NA |  |
| Will data be kept in accordance with the Data Protection Act (2018) and General Data Protection Regulations (GDPR)? | yes/no/NA |  |
| 8 | Is there an intention to publish or disseminate this work? | yes/no/NA |  |
| Will participants receive feedback? | yes/no/NA |  |
| Will results be presented in a way that does not identify individuals? | yes/no/NA |  |
| 9 | Will any reports/feedback include recommendations for improvement? | yes/no/NA |  |
| Will the outcomes be monitored and evaluated? | yes/no/NA |  |

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION THREE: Ethical Design Checklist: Example 1**

|  |  | | If **Yes**, please provide/attach details;  if **No**, please justify |
| --- | --- | --- | --- |
| 1 | Have you ensured that this work has not been done before? | Yes | At present there is a BME research project taking place led by the REACH project. However this focuses very much on service provision rather than promoting greater awareness of health issues and behaviours in the BME community. |
| Have patients, carers, members of the public or staff been involved in the design/development of the project? | Yes | Bilingual public health practitioner has met with a range of BME community groups to discuss project development. In addition patient, carer, member of the public or staff will be part of the project steering group. The Govanhill Health Forum has approved the project outline. |
| Will you ensure that potential recruits are not currently involved in any other surveys or community engagement work? | Yes | Participants will be asked about their involvement in other processes as part of the consent process. |
| 2 | Are there any expected benefits to participants? | Yes | It is anticipated that the results will lead to more appropriate take up of health services and to more culturally competent health service provision. |
| Have any potential hazards been minimized?  (Including unwitting disclosure of medical condition or personal circumstance) | Yes | A full risk assessment will be conducted in preparation for the workshops. |
| 3 | Will participants be assured that participation is voluntary and that can refuse or withdraw at any time? | Yes | This will be made clear as part of the consent process. |
| 4 | Have you ensured that no participant is excluded on the grounds of sexual orientation, age, gender, religious belief, ethnic group or disability? | Yes | However the project is tailored to encourage participation from local BME communities. |
| 5 | Will potential participants receive verbal or written information about the project? | Yes | Yes as part of the consent process |
| Will information be provided in languages other than English? | Yes | Both verbal and written information will be available in English, Urdu and Punjabi. |
| Will information be provided in formats other than standard type (eg Braille, large font)? | Yes | Information arising from the project will be presented pictorially, dramatically and through radio as well as in printed form |
| Will informed consent be obtained - either verbal/written? | Yes | A consent form is attached |
| 6 | Will participants be reimbursed for any expenses incurred? | Yes | Expenses will be reimbursed through our volunteer development budget. |
| 7 | Will you ensure that all identifying data is removed and that all records (paper and computer) are anonymised | Yes |  |
| Will data be kept in accordance with the Data Protection Act (2018) and General Data Protection Regulations (GDPR)? | Yes |  |
| 8 | Is there an intention to publish or disseminate this work? | Yes |  |
| Will participants receive feedback? | Yes |  |
| Will results be presented in a way that does not identify individuals? | Yes | The creative nature of the process will mean that participants while drawing on personal experiences or views will be translating these into statements about fictitious people/general situations. |
| 9 | Will any reports/feedback include recommendations for improvement? | Yes | The project will form part of a broader programme of work that will contribute to the Race Plan for the Partnership |
| Will the outcomes be monitored and evaluated? | Yes | Through evaluation and progress reporting on the Race Plan |

**Ethical Design Checklist: Example 2**

|  |  | | If **Yes**, please provide/attach details;  if **No**, please justify |
| --- | --- | --- | --- |
| 1 | Have you ensured that this work has not been done before? | Yes | Are aware of any recent consultation in the area and does not overlap. |
| Have patients, carers, members of the public or staff been involved in the design/development of the project? | No | Not in planning the event but may be involved in future Partnership activity following the event. |
| Will you ensure that potential recruits are not currently involved in any other surveys or community engagement work? | Yes | Anyone wishing to participate will be asked. |
| 2 | Are there any expected benefits to participants? | Yes | Increased awareness of services leading to improved outcomes. |
| Have any potential hazards been minimized?  (Including unwitting disclosure of medical condition or personal circumstance) | Yes | No hazards identified |
| 3 | Will participants be assured that participation is voluntary and that can refuse or withdraw at any time? | Yes | Voluntary attendance on the evening. |
| 4 | Have you ensured that no participant is excluded on the grounds of sexual orientation, age, gender, religious belief, ethnic group or disability? | Yes | Open to all residents in local community |
| 5 | Will potential participants receive verbal or written information about the project? | Yes | Posters/flyers advertising event. Will have opportunity to discuss issues with professionals on the evening. |
| Will information be provided in languages other than English? | Yes | If requested |
| Will information be provided in formats other than standard type (eg Braille, large font)? | Yes | If requested |
| Will informed consent be obtained - either verbal/written? | Yes | Verbal consent for completing questionnaires. |
| 6 | Will participants be reimbursed for any expenses incurred? | Yes | If required |
| 7 | Will you ensure that all identifying data is removed and that all records (paper and computer) are anonymised | Yes | All information received will be anonymous. Contact details for further involvement will be provided separately. |
| Will data be kept in accordance with the Data Protection Act (2018) and General Data Protection Regulations (GDPR)? | Yes | Will follow procedures. |
| 8 | Is there an intention to publish or disseminate this work? | No | Will provide evaluation of the evening only. |
| Will participants receive feedback? | Yes | Event evaluation will be available via Partnership newsletter. Any participant wishing to be involved in future activity will be contacted at a later date. |
| Will results be presented in a way that does not identify individuals? | Yes | Evaluation will be completely anonymous. |
| 9 | Will any reports/feedback include recommendations for improvement? | Yes | Will be included in the evaluation |
| Will the outcomes be monitored and evaluated? | Yes | Any service redesign will be piloted and evaluated. |

**Ethical Design Checklist: Example 3**

|  |  | | If **Yes**, please provide/attach details;  if **No**, please justify |
| --- | --- | --- | --- |
| 1 | Have you ensured that this work has not been done before? | Yes | This service is recently introduced. |
| Have patients, carers, members of the public or staff been involved in the design/development of the project? | No | Older people involved in the joint futures group which informed COPT design |
| Will you ensure that potential recruits are not currently involved in any other surveys or community engagement work? | Yes | Will be part of the recruitment process |
| 2 | Are there any expected benefits to participants? | Yes | May be aspects service provision that could improve, for example health promotion for chronic disease management. |
| Have any potential hazards been minimized?  (Including unwitting disclosure of medical condition or personal circumstance) | Yes | Venue will be disabled friendly, and transport will be provided by local CSV/RSVP volunteers who provide a transport service for older people to local health services. |
| 3 | Will participants be assured that participation is voluntary and that can refuse or withdraw at any time? | Yes | All participants will be informed that they can withdraw support at any time |
| 4 | Have you ensured that no participant is excluded on the grounds of sexual orientation, age, gender, religious belief, ethnic group or disability? | Yes | The participants will be selected randomly from the COPT discharge list. |
| 5 | Will potential participants receive verbal or written information about the project? | Yes | All will be invited to participate in person following a letter |
| Will information be provided in languages other than English? | Yes | If required |
| Will information be provided in formats other than standard type (eg Braille, large font)? | Yes | If required |
| Will informed consent be obtained - either verbal/written? | Yes | Explanatory letter followed by verbal agreement of participant |
| 6 | Will participants be reimbursed for any expenses incurred? | Yes | If required |
| 7 | Will you ensure that all identifying data is removed and that all records (paper and computer) are anonymised | Yes | Participants will not be asked to put their names to documents and questionnaires will be anonymous. |
| Will data be kept in accordance with the Data Protection Act (2018) and General Data Protection Regulations (GDPR)? | Yes | Secure storage within the clinic, and safe disposal following compilation of review/report |
| 8 | Is there an intention to publish or disseminate this work? | Yes | This will take the form of a review document which will provide information to improve the service. |
| Will participants receive feedback? | Yes | A letter of thanks and a summarised report of review |
| Will results be presented in a way that does not identify individuals? | Yes |  |
| 9 | Will any reports/feedback include recommendations for improvement? | Yes | As previously stated |
| Will the outcomes be monitored and evaluated? | Yes | Within data collection process of service. |