**Flow Chart for Directorates wishing to set up systems to involve Patient/Public (PPI) Volunteer Representatives on their Staff interview Panels**

Contact the Assistant Director of Human Resources (Resourcing and Planning) to discuss your requirements and agree content and dates for your train the trainer session

Complete PPI volunteer brief and advertise for members use request for members form (see example appendix 1 and 2)

Review response from members, interview, asses and appoint as appropriate

Is Member registered as a volunteer?

**YES**

**NO**

Deliver training for the staff and PPI Volunteer representatives you have recruited.

Refer to Voluntary Services for full volunteer recruitment process. Once complete Voluntary Services Manager will contact you to hand volunteer over to your management

Pool of staff and PPI Volunteer representatives will now be trained and available to sit and work together on appointing staff in your directorate .You will need to keep a database of names and availability of PPI Volunteer representatives locally and then contact them when required giving as much notice as possible.

When you contact PPI volunteer representative prior to interview provide

the relevant preparation information/documentation including PPI volunteer brief, sample questions (appendix 3), values and behaviours handbook (Appendix 4) and agree reporting and meeting locations and times.

On day of interview meet with PPI volunteer representative.

Introduce to other members of interview panel and agree questions.

After interview, collect feedback from PPI volunteer representative and staff panel members (appendix 5 and 5a). Sign PPI representative, travel expense forms.

Record involvement activity on DATIX

Arrange to review yearly PPI Volunteers at 12 monthly interviews to identify further training and support (appendix 6)

**Please note:**

* If you have any queries or concerns about using any patient/public representatives before during or after the process, please contact Katie Moore (Head of PPI) or Kerry Harper (Voluntary Services Manager) or Christine Woolley (Human Resources)
* You will need to contact the patient/public representatives you have trained and used annually to review how they are finding their involvement, review their training and identify any further requirements for the next twelve months.