



# Checklist for researchers

Working through this quick checklist might be a helpful way of checking your readiness for or progress with involving consumers in your research.

## 1. Is your organisation committed to involving consumers?

It is useful for you to have a sense of where consumer involvement fits in your organisation's overall priorities.

Questions	Not yet	Just starting	Established
Is consumer involvement part of your organisation's core values?			
Are consumers included at all levels of management, including board level, in your organisation?			

## 2. Have you taken the first steps to involving consumers in your research?

Whether or not your organisation has made the commitment to work with consumers, you still can. But a bit of planning on your part will make all the difference to your success.

Questions	Not yet	Just starting	Established
Have you identified why you want to work with consumers and what are the key issues you would like them to address?			
Have you given consumers the option of participating in your research?			
Have you asked consumers how they would like to contribute?			

## 3. What areas are you involving consumers?

Given the issues you hope to change, which of the following potential areas of involvement have you considered?

Potential areas of involvement	Not yet	Just starting	Established
Deciding research agendas and priorities			
Research design stage			
Development of data collection tools			
Data collection			
Analysis of data			
Dissemination of research findings			
Other:			
Other:			

## 4. What about your consumers?

You can't do it without them! Think carefully about how to find them—the most effective consumers will be those who know your service well.

Questions	Not yet	Just starting	Completed
Have you decided how you will recruit your consumers?			
Do you know what kind of knowledge, skills and experience your consumers will need?			

## 5. Developing a team or group

You can't do it alone! Find some support within your organisation before you get started.

Questions	Not yet	Just starting	Completed
Have you identified staff within your organisation who can help you with the administration side (recruitment, selection, training and ongoing communication with consumers)?			
Have you looked for or found any 'consumer champions' within your organisation (either in research or in the health service more broadly) who can help and support you in this process?			

## 6. Finding your focus and evaluation

Double-check that you know what you're trying to do before you start and make sure to build in ways of checking how it's going.

Questions	Not yet	Just starting	Completed
Are you absolutely clear what you are trying to achieve by working with consumers?			
Have you considered how you will evaluate your consumer involvement?			