

Consumer Involvement Checklist Levels 2, 3 and 5

- 1: Knowledge Translation Network (KTN) Consumer Member
2: Project-Specific Consumer Advisor
3: Consumer Research Investigator: Academic-Led Research
 4: Consumer Advisory Panel Member
5: Consumer Research Investigator - Consumer-Led Research

Planning involvement	
Raise need for consumer involvement at CHESM team meeting	<input type="checkbox"/>
Discuss and/or put out a call for suitable candidates in consultation with the Staff Consumer Involvement Representative	<input type="checkbox"/>
Modify <i>Consumer Role Description</i> and attach to expression of interest email	<input type="checkbox"/>
Onboarding	
Send Consumer Involvement Introductory resources* (modified for the project)	<input type="checkbox"/>
Provide CHESM Consumer Representative Support Resources^ (as relevant)	<input type="checkbox"/>
File forms: i. <i>Conflict of Interest</i> ; ii Modified <i>Consumer Role Description</i>	<input type="checkbox"/>
Define schedule for consumer project updates (e.g., where relevant, updates should be provided regarding grant outcomes, trial recruitment commencement, when data collection ceases, and when publication is accepted. If consumer involvement >1 year provide 6 monthly updates as a minimum.)	<input type="checkbox"/>
Concluding	
Send <i>Thank You Letter</i> (include recognition of involvement and impact)	<input type="checkbox"/>
Provide remuneration/honorarium, where relevant.	<input type="checkbox"/>
Send and review consumer <i>Process Evaluation</i> (or send 6 monthly if a consumer involvement activity is planned to span greater than 1 year)	<input type="checkbox"/>
Complete researcher <i>Process Evaluation</i> (or complete 6 monthly if a consumer involvement activity is planned to span greater than 1 year)	<input type="checkbox"/>
Documentation	
Project protocol: Include 'Consumer and Community Involvement' statement	<input type="checkbox"/>

Contact the Staff Consumer Involvement Representative to input those approached and those participating in the central 'Consumer and Community Involvement' spreadsheet	<input type="checkbox"/>
Manuscript: Apply the GRIPP2-SF checklist to all clinical trial with consumer involvement embedded	<input type="checkbox"/>

Notes

Italics identify documents/templates that have been created for use in CHESMs Consumer Involvement Strategy.

***Introductory Pack documents** (modify to the needs of your project):

Available on the CHESM Webpage/Involvement/Researcher Support Resources

1. Consumer Role Description_CHEMv1
2. Conflict of Interest_CHEMv1
3. Out-of-pocket Reimbursement Form_CHEMv1

^ Consumer Representative Support Resources:

Available on the CHESM Webpage/Involvement/Consumer Representative Support Resources

1. Consumer & Community Involvement Program (CCIP) free e-Course 'Consumer and community involvement in health research' access:
https://cciprogram.org/events_training/cciprogram-e-course-online/ (course duration: 30-minute)
2. Australian Clinical Trials Alliance video access (English): '
 - What are clinical trials?':
https://involvementtoolkit.clinicaltrialsalliance.org.au/media/fclpjlxx/toolkit_what-are-clinical-trials.mp4; available in multi-languages see:
<https://involvementtoolkit.clinicaltrialsalliance.org.au/consumers>
 - 'What is randomisation?':
https://involvementtoolkit.clinicaltrialsalliance.org.au/media/eafe10k5/toolkit_what-are-randomised-controlled-trials.mp4
3. Information regarding a Working with Children Check (if required for role)
4. Good Clinical Practice training (mandatory for Level 3b). See:
<https://globalhealthtrainingcentre.tghn.org/ich-good-clinical-practice/>

Available on the CHESM Webpage/Involvement/Researcher Support Resources

5. Plain Language Statement review guide See document: Plain Language Statement Review Guide_CHEMv1
6. Focus Group Ground Rules. See document: Focus Group Ground Rules_CHEMv1