
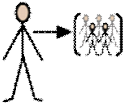

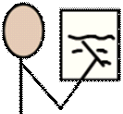
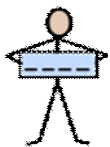
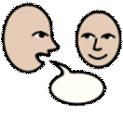
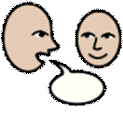
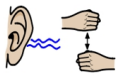



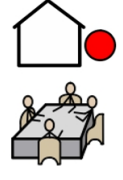


## Involvement Standards

No	Standard	Easy Read Wording	Picture / symbols	Example	How do we know we are meeting the standard	Score <span style="color: red;">(1-to-5)</span>
1	There is an admission process that helps service users feel welcome and involved	<b>I felt welcomed to my new hospital</b>		Ward booklet/ service information/ virtual tour before admission. On admission: staff introduce themselves; buddy system offered/ Ward welcome pack/ Allocated Staff		<input style="width: 40px; height: 20px;" type="text"/>
2	Information about different ways to be involved is available; in ways that everyone can understand	<b>I know how to get involved</b>		In social spaces/ on notice boards/ Accessible language & pictures/ posters		<input style="width: 40px; height: 20px;" type="text"/>
3	An easy read involvement policy is available for service users, friends family & carers	<b>I know where to read about involvement</b>		Written policy/ Visual policy/ posters with policy information		<input style="width: 40px; height: 20px;" type="text"/>
4	There is an involvement and co-production strategy that everyone works to	<b>I can work on a plan for involvement</b>		The strategy is written and reviewed together/ includes quality improvement plans/ involvement in service delivery and review		<input style="width: 40px; height: 20px;" type="text"/>
5	There is a named person who takes a lead for involvement in the service	<b>I know who the involvement person is</b>		Named Person that is known/ Job description/ evidence of support for the role		<input style="width: 40px; height: 20px;" type="text"/>
6	Service users have different ways to feedback about the service	<b>I can say what I think about the hospital</b>		Complaints/ Compliments/ Involvement meetings/ Surveys/ With a person of choice/ Suggestion box		<input style="width: 40px; height: 20px;" type="text"/>
7	Friends, family & carers have different ways to feedback about the service	<b>My family can say what they think about the hospital</b>		Complaints/ Compliments/ Involvement meetings/ Surveys/ With a person of choice/ Suggestion box		<input style="width: 40px; height: 20px;" type="text"/>
8	There is evidence that feedback from service users, family, friends and carers is actioned	<b>Staff listen and make changes</b>		'You said we did'/ Action logs/ Governance minutes/ Newsletter updates/ written or verbal feedback from managers		<input style="width: 40px; height: 20px;" type="text"/>

9	Service users and staff are encouraged and supported to be part of involvement meetings and events	I can go to <b>involvement</b> meetings		Meeting minutes/ Action plans/ involvement champions/ posters		<input style="width: 40px; height: 20px;" type="text"/>
10	There are regular involvement meetings where the agenda is agreed by everyone and can be chaired by anyone	I can choose <b>what to talk about</b> at meetings		Community meetings agendas/ Involvement meeting agendas/ Clinical governance agendas		<input style="width: 40px; height: 20px;" type="text"/>
11	Involvement meetings are attended by staff who can make a decision and implement change	Staff help us <b>to make changes</b>		Action plans/ You said We did/Posters/ Visible change/ Quality Improvement Plans		<input style="width: 40px; height: 20px;" type="text"/>
12	There are external involvement opportunities available to everyone	I can be <b>involved in things outside the hospital</b>		Yorkshire and Humber Involvement Network/Provider Collaborative/ NSUA/ National Groups & workshops		<input style="width: 40px; height: 20px;" type="text"/>
	<p>Free flow box – Please tell us about any areas of good practice:</p> <p>How is involvement promoted/ celebrated?</p> <p>Share positive examples of involvement what plans do you have to grow involvement</p>					<input style="width: 40px; height: 20px;" type="text"/>
					<b>Average Score for the area</b>	<input style="width: 40px; height: 20px;" type="text"/>

\*\* involvement or 'to be involved' means to 'take part in' or 'have your say about.'

With these standards we are referring to your individual care, and how the hospital takes care of you, the quality of care you receive.

Service name:



# Secure Quality Involvement Tool (SeQuIn Tool)

RAG Rating	
5 Green	Fabulous!
4 Green Amber	↕
3 Amber	Functional!
2 Amber Red	↕
1 Red	Action!

## Involvement Standards – Actions

Your scores will help you decide which action to work on

<p><b>Our agreed Action is:</b></p> <p><b>(Please only choose one or two to make sure they are achievable and meaningful)</b></p>	
<p><b>Our Action will improve this Standard:</b></p>	

\*Reviewed by service users and staff in the 'Standards Review Committee 2022'

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