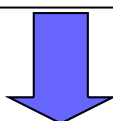


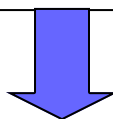


## Registration Process

**Service user/patient, carer enquiry about involvement** enquirer will be provided with the Involving You Leaflet, Expression of Interest Form, and the Skills Matrix, or referred to [www.leicspart.nhs.uk/GetInvolved](http://www.leicspart.nhs.uk/GetInvolved) for additional information on involvement and to virtually complete forms.

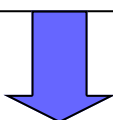


**Expression of Interest form received** – details will be inputted to involvement database and service user/carers distribution list to receive the monthly Patient and Experience Newsletter.



**The Patient Experience and Involvement Team** will then make contact with enquirer, to book them onto a quarterly Introduction to Involvement workshop, and to send out the Skills Matrix if not already received.

Will also discuss the website for more information on involvement, invite to Involvement Cafes, and if appropriate invite to attend the Recovery Cafes.



**Introduction to Involvement Workshops** are offered quarterly and include;

- Introduction to the NHS
- Introduction to local NHS; Better Care Together, Commissioning, UHL and LPT
- Current and future involvement opportunities
- Training and support available
- Sign up to LPT's Involvement Charter
- Reward and Recognition Policy