

INVOLVEMENT MATRIX

An explanation of the five roles can be found on the next page
Please read the practical guide before using the Involvement Matrix

ROLE IN PROJECT/RESEARCH

		ROLE IN PROJECT/RESEARCH				
		Listener <i>Is given information</i>	Co-thinker <i>Is asked to give opinion</i>	Advisor <i>Gives (un)solicited advice</i>	Partner <i>Works as an equal partner</i>	Decision-maker <i>Takes initiative, (final) decision</i>
STAGE OF PROJECT/RESEARCH	Preparation					
	Execution					
	Implementation					

Objective

The Involvement Matrix has been developed to promote **collaboration with patients**¹ (from the age of 12) in projects and research. It is a tool for **project leaders/researchers**. This tool is an aid to dialogue with the patient about the role the patient wishes to play in a project.

Contents

The various **roles** of involvement are shown *horizontally*. The **phases** of a project are shown *vertically*. The proposed main phases are ‘preparation’, ‘execution’ and ‘implementation’, but these can be further specified by the user. Combining the roles and phases results in a matrix containing cells.

Interpretation of the five roles

⇒ **Listener**

The person in this role is given information. The project leader takes initiative to provide information either verbally, visually or in writing. For example: the project leader gives the patient the project plan to read.

⇒ **Co-thinker**

The person in this role is asked to give his/her opinion. The project leader asks for and considers the patient’s opinion, but makes the decision on if (and how) the patient’s opinion will be used. For example: patients are requested to give their opinions about an information letter for study subjects.

⇒ **Advisor**

*The person in this role gives both solicited and unsolicited advice.**

For example: patients themselves propose improvements to the content of questionnaires.

* If this advice is solicited, then it is binding for the project; the project leader requesting the advice must conform with it (or in the event of differing advice, it should be resolved by team discussion and consensus). If the advice is unsolicited, it must be dealt with formally; the project leader must present substantiated arguments for not implementing the advice.

⇒ **Partner**

The person in this role works as an equal partner. Patients and project leaders have equal influence and work together effectively on planning or products (co-creation).

For example: patient and project leader write an implementation plan together.

⇒ **Decision-maker**

The person in this role takes the initiative and/or makes the necessary decisions. The patient is the key player and the project leader leaves the decisions to him/her.

For example: patients develop and maintain a website to share information coming from the project.

User information in brief

The Involvement Matrix is intended for use as a guide for the project leader/researcher to have dialogue with patients. Agreements are made on the *roles* that the patient wishes to play and at *which phase*. In this way, the empty cells in the Matrix are filled up with concrete *activities*. Not all these details need to be finalised at once, this can be done as a step-by-step process (e.g. one activity per phase or sub-phase) throughout the project.

Further information on the use of the Involvement Matrix can be found in the practical guide. Please read the practical guide before using the Involvement Matrix!

www.participatiematrix.nl

¹ ‘Patients’ can be broadly interpreted here (experience experts; people with a disability, young people, parents, relatives, etc.)