

Dear [patient]

## NHS Glenrothes

### Would you like to find out more about setting up a Crohn's and Colitis Patient Panel?

We would like to invite you to a meeting to discuss setting up a new Patient Panel for the [insert name of hospital] Inflammatory Bowel Disease (IBD) Service on the [insert date] at the [insert venue name and full postal address] from 6pm-8pm.

This will be an informal meeting open to everyone who uses the service including family members and carers. We would be delighted to see you.

A Patient Panel is a group of people with Crohn's and Colitis who all use the same hospital services and who work together with their healthcare professionals to help improve the service.

Getting involved with a Patient Panel can be enjoyable and rewarding, as well a great learning experience for both patients and professionals.

Patient Panels can:

- Give the IBD team feedback on what works in the service and what could be better
- Help to make the case for new resources, like a new nurse or admin support
- Help to shape ideas for redesigning services, new developments and research.
- Suggest developments and service improvements.
- Inform and empower other patients, families, carers and young people.

By coming along on [insert date] you will be able to find out more about Patient Panels, ask questions and decide if you would like to be involved further.

Travel expenses will be available so please keep your tickets and receipts. Please let us know if you have any access requirements (e.g. communication needs, mobility etc).

To let us know that you are interested in attending or if you have any questions please phone or email [insert a person's name and contact details].

With kind regards

Name

Lead IBD Clinical Nurse Specialist/ Gastroenterologist

Explain whether the person needs to leave just their name and number / email or any other details. Are there other options for people who cannot come to the initial meeting who would still like more information or to be involved?

Consider providing travel expense forms with the initial invite letter.

Include more than one contact if person is a volunteer or working part time