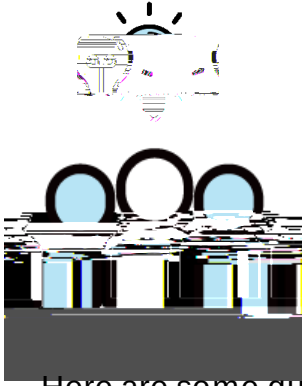

Engaging Patient & Family Advisors on Committees





In this guide you'll find:

- ① how to decide if committee engagement is the best choice for your engagement
- ② how to start off on the right foot with patient & family advisor committee members so they can participate fully
- ③ steps to ensure patient & family advisor committee members feel engaged and supported



COMMITTEE GOALS

Here are some questions to consider before you engage patient & family advisors on your committee:

- ☒ Will patients be directly **impacted** by decisions made coming out of the committee?
- ☒ Is there a clear and obvious **role** for patients to contribute and participate?
- ☒ Is it a **topic** that is important to patients & caregivers?
- ☒ Will you and other committee members be able to ensure that patients are able to **participate fully** and understand the context and issues?
- ☒ Do you understand what patient advisors can **contribute** to this work? If not, feel free to talk to our team about the work of the committee to ensure it is a good approach.
- ☒ Do staff have the **capacity** to provide proper orientation and support to patients throughout the duration of the committee?
- ☒ Are there **issues** that patients could be speaking about at every meeting?
 - ☐ If no, consider doing one-off engagement activities like a focus group or survey.
 - ☒ If yes, there is a need for ongoing engagement on the committee.

Since engaging patient and family advisors on a committee requires time and resources from both staff and patient & caregiver advisors to contribute effectively it is important to be strategic and consider whether there might be higher impact approaches to getting patient perspectives on the topic or project.

WHO?

Develop a list of **skills and desired perspectives and experiences** to include to maintain diversity of opinions, knowledge, geographic representation, etc. Consider who will be impacted by the initiative being worked on and who will be key to the

Reach out to your community- through partner organizations, caregive

PREPARE

In order to actively participate in meetings, patient and family advisors need to **understand the background and context** for discussion Meeting structures that you are very familiar with may be new for patient and family advisors. For example, who can approve minutes? What is a Terms of Reference?

Make it clear to advisors that **asking questions**

PREPARE

Set the stage for a safe meeting space by helping all committee members understand the importance of having patient advisors on the committee as well as the specific needs they may have in order to fully participate. Be clear on how patient and family advisors add value to your committee.

At the first meeting with patient and family advisors have the chair **ask all participants to do roundtable introductions**, asking everyone to share their name, profession or attending the meeting. This benefits not just the patients, but all committee members who may not know each other. **Taking time** to understand who the advisors are and the unique experiences and expertise they have to offer **helps build trust** across the committee.

The most important thing you can do to ensure the success of the committee is by creating a space (virtual or in-person) that **feels safe for people to participate** in. Let the entire committers whundEMC MCID 33Lang (en-S)

DISCUSS

DECIDE

Focus on Key Decisions. As discussion unfolds, pause to take stock of the key decisions that need to be made and KÜÖWÜÖε P'YṬ εÖ 'Y~ ωεĥŁø ω'Y ı ĥøÖ ωÜÖ ı. Remind the committee of these decisions so they can focus their contributions constructively.

Keep Discussion On Track. Discussions can sometimes veer off track, especially when advisors are sharing sensitive health experiences. When this happens, take a ı 'Y ı Ö~ω ω'Y ЙĥṬṽĥĥωÖ ωÜÖ ĥñЙṽYε v experience,. Prevent discussion from centering on the experiences of any one person.

Create a list of follow-up actions as a group and identify who will respond to each decision or task. Invite patient advisors to lead some of the action items without being too pushy. This helps to **build a shared sense of ownership** and accountability over the meeting.

FOLLOW-UP

Patient and family advisors want to **see impact and action** come from the ideas and experiences they share with you. They want to know their participation has meaning and brings value to the work.

Remember to **circle back** to patient and