

PFAC DEI Learning Community for Children's Hospitals

Application Information and
Frequently Asked Questions

Application Due Date: October 1, 2024

[Click here for application form link](#)

Apply to be part of the PFAC DEI Learning Community

The [Institute for Patient- and Family-Centered Care \(IPFCC\)](#) is pleased to announce a Learning Community to support children's hospitals in advancing Diversity, Equity, and Inclusion (DEI) within Patient and Family Advisory Councils (PFACs).

The PFAC DEI Learning Community will provide guidance, tools, education, and technical assistance within a collaborative learning environment to help hospitals make progress on [opportunities to improve PFAC DEI](#).

We are looking for a cohort of up to 15 children's hospitals that have goals related to topics such as:

- Improving the diversity and representativeness of the PFAC
- Identifying and addressing barriers to participation on the PFAC, particularly for individuals from historically marginalized groups
- Developing and implementing policies and practices to ensure the PFAC is an inclusive and equitable space
- Creating specialty PFACs, or councils that bring together patients and family members with shared backgrounds and experiences (e.g., Spanish-speaking PFACs, condition-specific PFACs, LGBTQ+ or other identity-based PFACs)
- Partnering with PFAs on projects and initiatives related to DEI

If selected, organizations that participate in the PFAC DEI Learning Community can anticipate support that includes:

- Advance access to a comprehensive toolkit with ready-to-use tools and guidance
- Access to experts on patient- and family-centered care, DEI, and PFACs
- Broad and individualized technical assistance to help address challenges
- Opportunities for connection and shared learning with other organizations

Applications are due October 1, 2024. Due to anticipated interest, we encourage hospitals to submit applications as early as possible. See below for Frequently Asked Questions which provide additional information about the Learning Community and the application process. [Click here to submit an application](#).

The PFAC DEI Learning Community is supported by [the Lucile Packard Foundation for Children's Health](#). It is led by the [Institute for Patient- and Family-Centered Care](#) in partnership with team members from Cincinnati Children's Hospital Medical Center and Stanford Medicine Children's Health.

Frequently Asked Questions (FAQs)

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1. What is PFAC DEI?

PFAC DEI refers to any effort to advance diversity, equity, and inclusion within your PFAC or patient and family advisor (PFA) program. It also includes efforts to partner with PFAs in work related to DEI.

Examples of topics related to PFAC DEI include (but are not limited to):

- Improving the diversity and representativeness of PFAC members to more closely reflect the patient population
- Identifying and addressing barriers to participation in the PFAC, particularly for individuals from historically marginalized groups
- Developing and implementing policies and practices to ensure the PFAC is an inclusive and equitable space
- Creating and partnering with specialty PFACs, or councils that bring together patients and family members with shared backgrounds and experiences (e.g., Spanish-speaking PFACs, condition-specific PFACs, LGBTQ+ or other identity-based PFACs)

2. What organizations are eligible to apply for the PFAC DEI Learning Community?

Eligible organizations are children's hospitals within the U.S. or Canada. Children's hospitals may be independent and self-governing, a children's hospital within a larger adult hospital, or a specialty hospital.

Eligible applicants must also have:

- At least one existing PFAC that meets on a regular basis
- An interest in improving PFAC DEI
- An ability to take on improvement initiatives
- A willingness to participate actively in the Learning Community

3. Can individuals apply or do you require a team?

We are asking children's hospitals to identify a team of individuals who will commit to active participation in the Learning Community and work actively on improving PFAC DEI. A team only needs to submit one application. As part of the application, we will ask you to identify the names of three to five proposed team members.

4. Who should be included on our organization's team?

Teams should include three to five named individuals. Participating individuals should be well-positioned to contribute to work and activities associated with advancing PFAC DEI.

The team must include:

- A primary point-of-contact who has a role working with the PFAC (e.g., PFAC coordinator, staff liaison to the PFAC)
- At least one patient and family advisor - we understand that many advisors have limited time and are happy to discuss options for flexible participation by advisors

Other potential team members include:

- Staff working in patient and family engagement, patient- and family-centered care, or patient experience
- Staff working on hospital-level DEI
- Staff working in community engagement
- Additional patient and family advisors

In addition, we are asking teams to identify an executive sponsor who will serve as a link to senior management.

5. The application asks for the name of an executive sponsor. What does this mean?

The executive sponsor should be someone with executive authority who can provide liaison with other areas of the organization. The executive sponsor will receive notification when decisions are made about applications. The sponsor is not a day-to-day participant in the Learning Community, but should be aware of and review the team's progress and:

- Serve as a link to senior management and the strategic aims of the organization
- Provide resources and help overcome barriers
- Provide accountability for team members

6. What do organizations get from their participation in the Learning Community?

Children's hospitals that are selected to participate in the PFAC DEI Learning Community will receive the following:

- Advance access to a PFAC DEI Toolkit, which contains ready-to-use tools and resources to assist hospitals. Developed by the IPFCC team over the past year, the PFAC DEI Toolkit is based on demonstrated best practices for improving diversity and representation, equity, inclusion, and belonging within the PFAC setting. The PFAC DEI Toolkit will not be available outside of the Learning Community until the end of 2025.
- Education and assistance from experts in DEI, patient- and family-centered care, and organizational improvement.
- Opportunities to develop and strengthen relationships with fellow children's hospitals committed to advancing PFAC DEI.
- Monthly learning events and access to a dedicated, private online learning space.

7. What do organizations commit to as part of the Learning Community?

As part of their participation, hospitals will be asked to:

- Identify three to five individuals to participate on behalf of the organization
- Assess areas of strength and opportunity for improving PFAC DEI
- Identify a specific goal or goals to support progress during the Learning Community
- Plan and implement actions to achieve goals
- Consistently attend 90-minute monthly virtual meetings and learning events
- Participate in developing a brief organizational profile to share high-level information about their PFAC DEI work during the Learning Collaborative

8. Do all team members need to attend every meeting?

A purpose of the Learning Community is shared learning. We are asking for the primary point-of-contact to commit to attending as many meetings as possible. As many of the other team members as possible should attend meetings as well.

9. What are appropriate goals for participating in the PFAC DEI Learning Community?

Various goals will be appropriate. Hospitals may elect to work on one specific goal or multiple goals. Goals will be developed in the first month of the Learning Collaborative and may be related to topics such as:

- Improving the diversity and representativeness of PFAs to more closely reflect your patient population
- Identifying and addressing barriers to participation in the PFAC, particularly for individuals from historically marginalized groups
- Developing and implementing policies and practices to ensure the PFAC is an inclusive and equitable space
- Creating and partnering with specialty PFACs, or councils that bring together patients and family members with shared backgrounds/experiences (e.g., Spanish-speaking PFACs, condition-specific PFACs, LGBTQ+ or other identity-based PFACs)
- Partnering with PFAs in projects and initiatives related to diversity, equity, and inclusion

10. How much time is required for participation in the PFAC DEI Learning Community?

The time required will depend on your organization's priorities, goals, and planned activities. Required activities include:

- Completion of a pre-Learning Community survey (10-20 minutes)
- Identification of organizational goals related to PFAC DEI (time will vary)
- Planning and implementation of action steps to support progress toward goals (time will vary)
- Participation in monthly learning events (estimated 2 hours per month, including time to prepare for the meeting)
- Contributions to the online learning space and discussion board (time will vary)
- Completion of an organizational profile to share goals, activities, and accomplishments during the Learning Community (estimated 4 to 6 hours, working in conjunction with IPFCC)
- Completion of a post-Learning Community survey (10-20 minutes)

11. When does the PFAC DEI Learning Community start and end?

The Learning Community will run for nine months. It is scheduled to begin in January 2025 and end in September 2025.

12. What information is needed for the application?

The application asks for the following information:

- Type and size of children's hospital (number of beds) and patient population served (urban, suburban, rural)
- Percentage of patients that are publicly insured, privately insured, or self pay
- Number of PFACs within the organization
- Presence of specialty PFACs
- How often the PFAC/PFACs meet
- How long the PFAC program has been in existence
- General goals for participating – these will be refined in the Learning Community
- Statement about interest in participating in the Learning Community
- Name, title, and email of proposed team members and executive sponsor
- Additional information that your organization would like to provide

13. What selection criteria will be used to evaluate applications?

Project staff will work with a National Project Advisory Committee to review applications. Applications will be evaluated based on understanding of and fit with the goals of the PFAC DEI Learning Community. Across the Learning Community, the aim is to reflect diversity in:

- Type and size of children's hospitals
- Geographic location
- Goals related to PFAC DEI

14. What is the deadline for completing the application?

All applications must be submitted via [this link](#) by October 1, 2024. Due to anticipated interest, we encourage hospitals to submit their applications as early as possible.

15. When will hospitals be notified about decisions?

The person who submitted the application and the executive sponsor will be notified of application decisions in November, 2024. We will contact all hospitals that submit an application. If you have questions about the status of your application after submitting it, please contact Pam Dardess, pdardess@ipfcc.org.

16. Who should I contact if I have questions?

If you have questions about the PFAC DEI Learning Community or application process, please contact:

Pam Dardess, MPH

IPFCC Vice President and PFAC DEI Project Lead

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