



Patient and Family Advisory Council Self-Assessment

Complete the following self-assessment to explore the strength and effectiveness of your council and determine whether it has the capacity to partner with researchers.

Our PFAC:

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Developed a formal document (e.g., charter, guidelines, bylaws) that guide our operations |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Meets regularly (at least 10 times per year) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is led or co-led by a patient or family advisor |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is made up of individuals that are representative of the population served by our organization |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Has a formal and ongoing recruitment and selection process |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Has administrative support from our organization (i.e., a staff member with dedicated time to support the PFAC and serve as liaison between the PFAC and the organization) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Consistently develops meeting agendas, records minutes, and shares with members in a timely manner |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Offers orientation and training to prepare new members |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Provides ongoing opportunities for education for members |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Has experience partnering with leaders, clinicians, and staff on quality and safety improvement projects |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is connected to leaders in our organization (i.e., leaders attend PFAC meetings and/or receive regular updates from the chairs of the PFAC) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Documents and reports our activities to the organization and the broader community |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Measures the outcomes of our activities |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Develops an annual report describing our PFAC's efforts, achievements, and plans for upcoming year |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Evaluates the effectiveness of our PFAC (i.e., processes, member experience, and outcomes) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is interested in collaborating with researchers on projects |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Has time in our schedule to add research to our agenda |