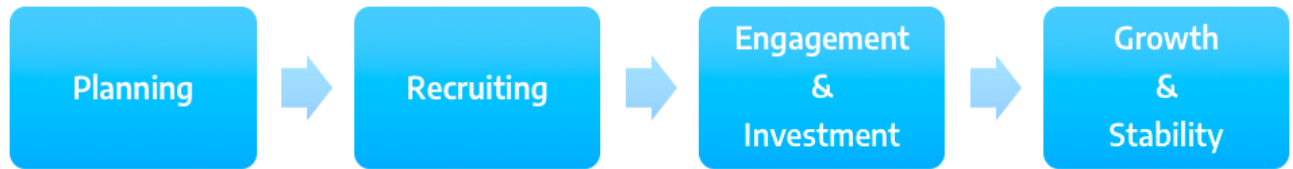


TOOL

Building an Advisory Board



Planning

- Identify need for Patient Advisory Board
- Clarify goals of Patient Advisory Board
- Identify staff in charge of the Board
- Create vision, mission, statement
- Make logistic arrangements for Board meeting
 - How long?
 - How often?
 - How many people?
 - What incentives can be provided?
 - How to proceed with travel cost reimbursement?

Recruitment

- Roll out recruitment plan
- Outreach to potential advisors
- Spread the word in company about role of patient advisory board and its importance

Engagement & Investment

- Orientation
 - Goals
 - Role
 - Expectations
 - Rules
- Establish Relationship with new advisors

Growth & Sustainability

- Create a system to continue building relationships with patients
- Create a framework of regular meetings
- Maintain communication with patients, staff and leadership: Develop a continuing communication system
- Explore opportunities for partnerships and growth
- Track and share successes
- Evaluate challenges and move towards solutions

Source: Modification of a toolkit for building an advisory board in hospital setting. Angel, L. (2014): Starting and sustaining a Patient Advisory Board. Patient Liaison Handbook. Family Health Center-San Francisco General Hospital. UCSF-Family Community Medicine. Source: <https://www.pcpcc.org/resource/starting-and-sustaining-patient-advisory-board> (02/06/17)