

TOOL

10 Questions for Building a Patient Advisory Board

This list of questions is non-exhaustive but may help with making a strong start. We recommend to discuss these questions with internal and external people you trust and may want to have on board.

1. Why do you want to set up a Patient Advisory Board? Define a mission statement.
2. What are the specific objectives and the anticipated outputs?
3. Are you willing to share these objectives, critically discuss and openly communicate them to all prospective board members? (If not, this may be prohibitive for setting up such a board.)
4. If confidentiality of content is required, how are you going to provide for it? E.g. will participants have to sign a Confidential Disclosure Agreement (CDA) prior to working with you? What does that mean to the process and the selection of candidates?
5. How often do you think the Patient Advisory Board needs to meet and how much time should the patient advisor and your organization dedicate to the Patient Advisory Board? Is that realistic?
6. Do you have your management's support for working with the Patient Advisory Board and for spending the time, resources and money on such an effort?
7. What are the skills/profiles of the participating patient experts you want as advisors?
8. Who should participate in the Patient Advisory Board meeting(s)?
9. Who will chair the Patient Advisory Board and who's in charge of the follow-up? Will you need an external facilitator?
10. How will the logistics, compensation and legal compliance be provided for, including contractual arrangements? As you are working with patients, facilities may need to be adapted.

For more general guidance and detailed questions have a look at these sources:

- EFPIA Guide “Working Together with Patient-Groups”
- D.I.A. Considerations Guide to Implementing Patient-Centric Initiatives

Source: This checklist has been developed by admedicum® Business for Patients GmbH