



Top Ten Tips for Closing the Loop

Closing the loop is an essential component in successful engagements because patient partners share personal experiences and spend time and energy in engagement opportunities. It's crucial to inform them of how their participation contributed to the objective or end-result after, and ideally throughout, each engagement.

1. From the start, plan how you will share key outcomes that patient partners contribute.
2. Send periodic updates throughout the engagement, so participants are aware of how their input is shaping the final decision.
3. For easier reference, keep a list of how participant contributions are impacting the project.
4. At the end of the opportunity, complete the [Closing the Loop form](#) (ideally with your patient partners).
5. Send a thank-you card or email to participants.
6. Share any final reports produced because of the engagement.
7. Share any new policies and/or practices put in place because of the engagement.
8. Create a reminder in your calendar to check in with patient partners one year after the end of the engagement (and beyond, if appropriate) to provide an update on their impact.
9. Write an article or blog for your organization highlighting the patient partners' work and the impact of their participation.
10. Write a [partnerships impact post](#) about the engagement for the Patient Voices Network, which will also be featured in PVN publications.

Would you like more information or support with some of the suggestions above?
[The Council team](#) will be happy to connect with you!