



Patient
Voices
Network

ADMINISTERED BY
BC PATIENT SAFETY & QUALITY COUNCIL

Engagement Request Form Sample

Using inviting, clear information encourages people to want to be a part of your improvement efforts. We created this sample engagement request form (ERF), [planning template](#) and [canvas](#) to provide some background as you request patient partners for your opportunity. Think of this as your ad to attract potential patient partners. There is commentary in [blue](#), alongside the sample text.

NAME OF ENGAGEMENT OPPORTUNITY: [The title of the role \(patient advisor, patient partner, member, speaker\) first, with the name of the initiative, and the sponsoring organization.](#)

Member, Regional Patient & Family Advisory Council – ABC Health

AIM, BACKGROUND AND LOGISTICS INFORMATION: [Focus on what your project, committee or program goal is and what the patient partner is asked to contribute. Include logistics to ensure patient partners can attend. Use bullets to be clear and concise.](#)

- *To provide strategic advice on advancing a person-centred approach to care and services across ABC Health.*
- *Patient partners will provide feedback that supports senior leaders to make decisions about improvements to care and services.*
- *Meetings are in person on the 4th Tuesday of the month, from 1-3pm, at the ABC Health corporate office, 123 Health Drive, Cass, BC.*

AT WHAT LEVEL OF ENGAGEMENT IS THIS OPPORTUNITY ON THE [IAP2 SPECTRUM OF PUBLIC PARTICIPATION](#)? [The main question to ask yourself is “What opportunity is there for patient partners to influence the decisions you are making?” \[The Guide to Authentic Patient Engagement\]\(#\) has questions that will help you determine the best fit. It’s crucial to match patient partner influence over decisions to the outcomes of your opportunity to avoid promising what you can’t deliver.](#)

Consult

LIST ANY SKILLS/EXPERIENCES/EXPERTISE THAT IS REQUIRED OR WOULD BE AN ASSET. CHECK ALL THAT APPLY: [The eligibility section covers a variety of frequently requested skills and experiences that health care teams have asked for over the years. We encourage you to think about what the best fit is for your opportunity while understanding that the main reason people become patient partners is to share their lived or living experience of the health care system. The more eligibility requirements you have, the more they may impact the number of patient partners interested.](#)

- *Willing & comfortable to share health care experiences in a group setting*

A community of patients, families and caregivers working together with health care partners to improve BC’s health care system.



Patient
Voices
Network

ADMINISTERED BY
BC PATIENT SAFETY & QUALITY COUNCIL

Engagement Request Form Sample

- Previous committee/working group experience
- An interest in improving health care services

DO YOU REQUIRE YOUR PATIENT PARTNERS TO BE PVN MEMBERS TO PARTICIPATE IN YOUR ENGAGEMENT OPPORTUNITY? PVN provides its members with a basic orientation to the patient partner role and other opportunities for further education, training, tools and supports. Your organization may already offer something similar for its volunteers and being a member of PVN may not be necessary. Our goal is to offer opportunities to anyone in British Columbia, regardless of whether they are PVN patient partners or not.

Yes

LOGISTICS: This section is designed to provide further details to patient partners about what they would be committing to, and whether they are eligible based on the location of the opportunity. A few things to consider in this section include:

WHERE WOULD YOU LIKE TO RECRUIT PATIENT PARTNERS FROM? Is criteria for your opportunity based on geography, demographic or specific health care experience? Can they participate virtually vs. in-person? Are you able to reach those that are most impacted by the opportunity?

Provincial

DATES FOR WHEN THE POSTING OPENS AND CLOSES AND RSVPs OPEN AND CLOSE: A shorter deadline can decrease views or interest. Sometimes, people need time to think about your offer, and whether it fits their interest and schedule.

09-24-2023

2 weeks from posting date

ESTIMATED TIMELINE: Being clear about how much time people must commit to is important to set out from the start. Things like having term limits helps you and the patient partners. It's important to remember that this is not paid employment for patient partners. Sharing their lived or living experience, in a timeframe that works for you, and them, can be an incentive for participation.

Short term (1-6 months)

**A community of patients, families and caregivers working together
with health care partners to improve BC's health care system.**



Patient
Voices
Network

Engagement Request Form Sample

ADMINISTERED BY

BC PATIENT SAFETY & QUALITY COUNCIL

We encourage you to check out more [resources](#) to find helpful information to plan your engagement opportunity. Questions? Email pvn@bcpsqc.ca or learn more at patientvoicesbc.ca

A community of patients, families and caregivers working together with health care partners to improve BC's health care system.