



The right information, at the right time and in the right place – all working to make engagement opportunities better for YOU. Your time is valuable. We've improved our processes to make PVN an easy choice. This Health Care Partner Tips Sheet gives you the information you need to get started.

What is a health care partner (HCP)?

Health care partners represent organizations that provide health care services in BC. They're often teams interested in engaging patient partners so that their work is done in partnership with those who it will impact.

How do I become an HCP?

It's easy. You read the HCP PVN User Agreement and sign it each time you submit an opportunity. Once signed, you can post your engagement opportunities through PVN.

What is an Engagement Opportunity?

Health care partners create engagement opportunities so that patient partners can be involved in their activities, such as committees and working groups. We have made this process easy to access, when and where it works for you.

What do I do first?

1. Talk about involving patient partners with your team. Understanding whether your team is ready to work with patient partners is important to set your project up for success.
2. Read through the Guide to Authentic Patient Engagement to help plan out your engagement request.
3. Use the sample Engagement Request Form (ERF), planning template and canvas to help write out your engagement plan.

1. **Create an Opportunity.** Health care partners create engagement opportunities. Patient partners RSVP their interest in your opportunity.
2. **Submit the ERF and receive a link.** The Council sends a link to you to review, edit and confirm your engagement opportunity. The Council reviews the submission using the Health Care Partner PVN User Agreement and informs you when the engagement opportunity goes live.
3. **The opportunity is posted.** Once confirmed, we promote your opportunity on the PVN website, through social media and in a weekly Tuesday newsletter to partners. For posting in the Tuesday newsletter, your ERF must be received by no later than 4 p.m., the previous Friday. Statutory holidays may impact timing. We will contact you if there are any changes of note.
4. **Share the link with your networks.** To amplify your opportunity, you are encouraged to share the link with any networks you may have.
5. **Interested patient partners fill out an RSVP form that goes directly to your inbox!** You follow up with the patient partner(s) and explore if their interest fits with the goals of your opportunity, and then you confirm their participation.

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.