



Patient  
Voices  
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ADMINISTERED BY  
BC PATIENT SAFETY & QUALITY COUNCIL

## RSVP Form Sample

You are interested in an [engagement opportunity](#). To be eligible, your first step is to fill out an RSVP form. This is your chance to tell the health care team a little bit about yourself, how your experiences match eligibility, and, most of all, why you are interested in participating. We encourage you to create and save a word document of your answers so you can cut and paste reoccurring information into future RSVPs. You can find some helpful ideas in the [How to sell your experience in an RSVP](#). Think of this as your personal ad to attract interest from health care teams and share only what you are comfortable with. There is commentary in [blue](#), alongside the sample text. The sample is an RSVP for a Patient & Family Advisory Council with ABC Health.

**NAME AND CONTACT DETAILS:** [This information gives the health care partner details on how to contact you and what your preferred name and pronouns are.](#)

**WHAT INTERESTS YOU ABOUT THIS OPPORTUNITY:** [This is your chance to share why you find this opportunity of interest to you. Read the aim of the project, program or committee and what the role of the patient partner is. What drew your attention? Keep this short. A paragraph or two will do.](#)

*I care about my community, and the health care services provided. Over the years I have received health care services from ABC Health and have seen where things could be improved. I am interested in sharing my living experience to help the health care teams create the best possible health care services that meet the needs of myself, my family and community. I think health care services improve when we all learn and work together to make them better.*

**PLEASE DESCRIBE HOW YOU MEET THE ELIGIBILITY OF THIS ENGAGEMENT OPPORTUNITY:** [Please reread the eligibility requirements. It's important that you only apply for those opportunities that match your skills, experience and expertise. Briefly share how you meet those requirements.](#)

*I am keenly interested in how health care services can be improved and have some experience being a part of other improvement projects at my local hospital. I use a computer and virtual meeting platforms frequently and understand that I will be reviewing materials and providing my feedback.*

[Both sections below ensure that you are comfortable using a computer. We encourage you to reach out to the sponsoring health care partner if you have questions.](#)

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ARE YOU COMFORTABLE USING A VIRTUAL MEETING PLATFORM TO PARTICIPATE IN VIRTUAL MEETINGS?

Yes

DO YOU HAVE ACCESS TO EMAIL?

Yes

WHAT SUPPORT DO YOU NEED TO MAKE THIS A SAFE, POSITIVE AND MEANINGFUL SPACE AND EXPERIENCE FOR YOU? *You know what is important to you before committing to an opportunity. This is your chance to tell the health care team so that they can think about how to best support you. We encourage you to be clear on your expectations.*

*It is important to me to know how ABC Health will use the feedback I provide by sharing back to me what happened. In the past I have found that this step is not always taken and it's frustrating to not know how my input was considered.*

HOW DID YOU HEAR ABOUT THIS OPPORTUNITY? *This helps the Council see where people are seeing opportunities so that we can make improvements where necessary to get the word out across British Columbia.*

*Engagement Opportunities Newsletter*

HAVE YOU SIGNED UP TO BE A PVN PATIENT PARTNER? *PVN offers patients, family members and caregivers with a basic orientation to the patient partner role and often provides opportunities for further education, training, tools and support. Also, some health care partner opportunities require RSVPs to come from PVN patient partners. Others do not. Please check the opportunity requirements before you RSVP.*

Yes.

We encourage you to check out more [resources](#) to find further helpful information. Questions? Email [pvn@bcpsqc.ca](mailto:pvn@bcpsqc.ca) or learn more at [patientvoicesbc.ca](http://patientvoicesbc.ca)

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