

TOOL

# Building an Advisory Board



## Planning

- Identify need for Patient Advisory Board
- Clarify goals of Patient Advisory Board
- Identify staff in charge of the Board
- Create vision, mission, statement
- Make logistic arrangements for Board meeting
  - How long?
  - How often?
  - How many people?
  - What incentives can be provided?
  - How to proceed with travel cost reimbursement?

## Recruitment

- Roll out recruitment plan
- Outreach to potential advisors
- Spread the word internally about role of patient advisory board and its importance

## Engagement & Investment

- Orientation
  - Goals
  - Role
  - Expectations
  - Rules
- Establish relationship with new advisors

## Growth & Sustainability

- Create a system to continue building relationships with patients
- Create a framework of regular meetings
- Maintain communication with patients, staff and leadership: Develop a continuing communication system
- Explore opportunities for partnerships and growth
- Track and share successes
- Evaluate challenges and move towards solutions

**Source:** Modification of a toolkit for building an advisory board in hospital setting. Angel, L. (2014): Starting and sustaining a Patient Advisory Board. Patient Liaison Handbook. Family Health Center-San Francisco General Hospital. UCSF-Family Community Medicine. Source: <https://www.pcpcc.org/resource/starting-and-sustaining-patient-advisory-board> (02/06/17)