

This tip sheet will help you understand the process of matching a Patient or Family Partner to your engagement initiative.

If you are seeking to engage Patient or Family Partners in your initiative, your first step is to review the [Pathway to Finding a Patient or Family Partner](#), to help you prepare for a request for Partners. After you submit your request for Partners to the Patient Experience Program, here's what will happen:

1. Invite the Partners



The Provincial Lead for Patient and Family Engagement will:

- Summarize your request and post it in the monthly Partners newsletter.
 - Update you on the Partners who have volunteered.
 - Make recommendations for selection based on the Partners' cancer experience and background and our commitment to ensuring a diversity of voices. Partners who have not participated in an engagement initiative will be given priority.
- Facilitate a 30-minute "matching" phone meeting to link you with the volunteer Partners.

2. Participate in a matching meeting



At the matching phone meeting, you will be asked to explain to the Partners the...

- goal of the engagement initiative.
- role of the Partners.
- amount of influence the Partners can expect to have on the initiative, based on the [spectrum of public participation](#).
- plans for reporting back to the Partners about how their input influenced the final decision.

3. Confirm the match



At the matching phone meeting, you will either...

- confirm the match or
- defer the decision to onboard Partners to your initiative.

The Provincial Lead for Patient and Family Engagement will:

- Convey your decision to the Partners no later than a week after the matching phone meeting.
- Email you and the Partners to confirm the match.

Once the match is confirmed, you may proceed with the engagement according to the terms of engagement described in your request form and as discussed at the matching phone meeting.

Matching Partners

After matching Partners to your engagement, you will:

- Update the Partners and the Provincial Lead for Patient and Family Engagement about changes in your engagement plan and collaborate to resolve any engagement issues.
- Complete evaluation questionnaires at 6 month intervals and at the end of the engagement.
- Report back to the Partners the contributions that they made to decision-making when the engagement has completed.

Resources:

BC Cancer, Pathway to Finding a Patient or Family Partner.

http://www.bccancer.bc.ca/about-site/Documents/PFE_PathwayToFindingAPatientOrFamilyPartner.pdf

International Association for Public Participation (n.d.). IAP2 Spectrum of Public Participation.

https://cdn.ymaws.com/www.iap2.org/resource/resmgr/pillars/Spectrum_8.5x11_Print.pdf