

Initial Phase Checklist

Activity	Owner	Target Date	Completion Date
Prepare agenda for first meeting.			
Create binder for PFAC members to include hospital specific information - PFAC presentation, websites, bylaws, articles, contact numbers, and notes.			
Create time for socialization during first meeting, plan for icebreaker activity.			
Determine food to be provide and order food.			
Schedule meeting room.			
Set reminder letter to PFAC members indicating room location, time and date of meeting.			
Prepare patient and family-centered information to review at meeting (articles, video).			
Share mission, vision and goals for PFAC.			
Allow time for members to share stories and burning issues.			
Review the work completed by the planning committee.			
Discuss plans for future meetings to encourage participant engagement.			
Facilitate group through patient journey - identify positive/negative experiences.			
Select patient/family member as chair or co-chair.			
Invite representatives from another PFAC to share experience and lessons learned.			