

Tips for participating effectively in PFAC meetings



**BETSY
LEHMAN
CENTER**
for Patient Safety

PFAC meetings are a space for all members to share perspectives, provide input, ask questions, and learn from one another. Participating effectively in a PFAC meeting does not require professional or medical expertise.

Meaningful participation comes from listening respectfully, sharing perspectives thoughtfully, asking questions when something is unclear, and remaining open to different experiences and viewpoints.

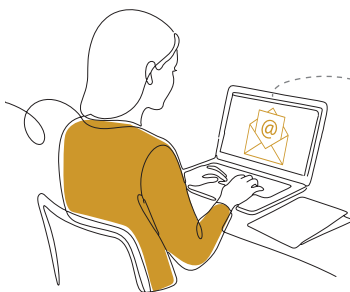


When sharing personal experiences, remember to:

- Only share what you are comfortable with.
- Avoid using names of health care providers.
- Focus on facts and possible improvements.
- Speak respectfully, even when discussing difficult experiences.

Before a PFAC meeting:

- Confirm your attendance.
- Review the agenda and materials.
- Write down questions or ideas you have about what will be discussed.
- Request any accommodations if needed.



During a PFAC meeting:

- Listen while others are speaking.
- Raise questions if something is unclear.
- Ask speakers to explain unfamiliar terms or acronyms.
- Share experiences that relate to the discussion.
- Keep comments concise and focused.
- Respect different perspectives.
- Remember that hospitals are balancing many priorities.

After a PFAC meeting:

- Follow up with additional questions or suggestions.
- Maintain the confidentiality of other members' stories and ideas.
- Stay connected with your PFAC co-chair as necessary.

