Shared health
Soins communs
Manitoba

What to Include in a Call for Patient and Family Advisors?

Helpful Tips:

- Use lay language, aim for a grade 5 reading level, keep as short as possible (one page or less), define acronyms, and avoid medical jargon

Information to Include:

1) **Title of Role/Project/Engagement Opportunity**

2) **Overview of Project** (remember to use lay language)

- What the project is about
- Relevance to potential patient and family advisors

3) **Overview of Engagement Opportunity** (remember to use lay language)

- What patient and family advisors are being asked to do
- Is it in person or virtual? If virtual, which platform will be used?
- How patient and family advisors will be engaged (specific activities, e.g. advisory group, discussion group, surveys, sharing of their lived experiences, etc.)
- How many patient and family advisors are needed?
- How patient and family advisors' input will be used in decision-making (i.e. level of engagement)

4) Eligibility

- Who are you looking for (e.g. patients, family members/caregivers, public members)?
- What experiences do they need to bring to the opportunity (e.g. experience with a health care area/procedure/condition, gender, age, geography (area of the province and/or urban vs rural/remote), ethnicity, etc.)?

5) **Time Commitment and Duration**

- Specific dates and times required
- Expected duration of commitment (e.g. one time, 2-year term, etc.)
- Is there an orientation or any training required? If so, when? In person or virtual?

6) **Honorarium and Reimbursement**

Important note: honorarium refers to paying patient and family advisors for their time, energy, and expertise, and may be considered income by the Canada Revenue Agency. Reimbursement (or preferably, covering costs up front) is payment to cover costs they incur as part of engagement, and should be separate from honorarium payment.

- Will patient and family advisors receive an honorarium, how much and in what form (e.g. cash, cheque, or a gift card)?
- Which costs will they incur (e.g. parking, travel, accommodations, etc.)? Will they be covered upfront or be reimbursed afterwards, and if so, how?

7) **Contact Information**

- Deadline to express interest in the opportunity
- Who to contact for more information and to express interest (i.e., name, email, phone number, QR code, etc.)