

Patient Engagement Reference Group Weekly Email Submission Criteria

To reduce multiple e-mails going to the Patient Engagement Reference Group (PERG) advisors, requests to share information or opportunities are compiled and sent to PERG advisors as a weekly email each Friday.

This document outlines how to request having content added to the PERG weekly email.

Criteria for including content in the PERG weekly e-mail

To be considered for inclusion in the PERG weekly email, your request should:

- Be written in simple language (reading level of grade 6 - 8) using the email format below.
- Be free of medical terminology, jargon, acronyms and abbreviations. If you must use these terms, please explain them the first time you use them.
- Provide adequate notice for advisors to respond. Out of respect for advisors' time, we do not send out requests that provide less than one week to respond.
- Be emailed to PatientsasPartners.SCN@ahs.ca **no later than end of day Wednesday** or end of day Tuesday if the Friday is a statutory holiday.

You may also include a one-page attachment with more information on the opportunity.

Information to include regarding the opportunity

Your submission should include the following information, summarized in 3 – 5 bullet points:

- A brief description of the opportunity: your reason for including advisors, how you would like to engage with them (e.g. survey, committee, etc.), and what you are asking them to do.
- The level of engagement you would like to have with advisors (see International Association for Public Participation – [IAP2 spectrum of public participation](#)).
- The number of advisors you would like to recruit (suggest at least 2) along with any selection criteria you may have.



- Information about the opportunity: the work timeline, dates and times of meetings, location of meetings, type of meeting (face-to-face, virtual), and travel and cost reimbursement – if required.
- The deadline for expressions of interest along with the contact information of the person who will support advisors (Staff Liaison) in this opportunity.

Sample content submission for the PERG weekly email

Opportunity to join the Engaging for Excellence Committee:

- The ABC Strategic Clinical Network™ (SCN) is looking for patient and family advisors to join their Engaging for Excellence committee. The goal of this committee is to develop guidelines for patient and family engagement.
- Advisors on this committee will work collaboratively with SCN leadership and staff to develop tools and resources to support patient and family engagement in the SCN.
- We are looking for 4 patient and family advisors who have previous experience working with SCNs and who have knowledge of adult education principles.
- This work will start in January 2019 and will be completed by November 2019. The team will meet bi-weekly for 2 hours and the dates and times of the meetings will be determined once the committee membership is finalized. Meetings will be virtual (via Skype) with 2 in-person meetings (dates to be determined) in Calgary. Advisors' travel expenses will be reimbursed as per Alberta Health Services policy. More details about this opportunity are provided in the attached poster.
- If you are interested in this opportunity, or would like more information, please contact John Doe, at (email) or (phone number) by March 31st, 2019.