

**Patient and Family Advisory Council
Planning Committee**
Date: February 16, 2011
Time: 5:30 – 7:30 PM
Location: Education Room

Purpose: To develop the infrastructure needed to initiate and sustain the Patient and Family Advisory Council.

Desired Outcomes: By the end of this meeting, we will:

- Further develop relationships with other PFAC members
- Begin Patient Journey Exercise
- Start on vision statement

Topic / Content	Deliverables/ Desired Outcome	Materials / Tools, Process	Time
<i>Week 3</i>			
DINNER			5:00-5:30 pm 30 mins
Welcome and review of agenda Mission Moment	Prepare for meeting	Lynn/discussion	5:30 – 5:40 pm 10 mins
Review of + / EBIs Parking Lot	Follow up from last week	Lynn/discussion	5:40 – 5:45 pm 5 mins
Overview of PFAC Charter	Understanding scope and metric for planning committee	Laurie/handout	5:45 – 5:55 pm 10 mins
Patient Journey	Scope of Council	Laurie/Lynn – discussion, flipchart	5:55 – 6:30 pm 35 mins
SEE, HEAR, FEEL Exercise	Groundwork for vision statement	Laurie/Lynn discussion, flipchart	6:30 – 6:55 pm 25 mins
Vision Statement	Craft vision statement	Laurie/Lynn	6:55 – 7:20 pm 25 mins
Meeting Plus/ EBI's Ordering food for next week		Lynn	7:20 – 7:30 pm 10 mins
Next Steps: <ul style="list-style-type: none"> • Patient Journey (cont) • Mission statement • PFAC goals/metrics 			Next Planning Committee Meeting: February 23, 2011