# Patient and Family Advisory Council Meeting Agenda

*Below is an example agenda for the first meeting of your Patient and Family Advisory Council.*

Patient and Family Advisory Council

[insert date of meeting]

[insert meeting time]

[insert meeting location]

Meeting called by:

Attendees:

5:30-5:45 p.m. Welcome and introduction

5:45-6:00 p.m. CPCi explanation and expectations

* Our journey to a Patient and Family Advisory Council

6:00-6:45 p.m. Role and participation expectations

* + - Confidentiality Agreement
    - Patient and Family Advisor and Practice Compact (Draft)
    - PFAC Mission, Goal and Vision (Draft)
    - Patient portal
    - Heath care acronyms and glossary

6:45-7:00 p.m. Future meeting schedule and agenda items/goals

Parking lot

Example materials provided courtesy of First Street Family Health in Salida, CO.

Source: AMA. *Practice transformation series: forming a Patient and Family Advisory Council*. 2016.