Planning and Facilitating Meetings with Patient Advisors

Breakout Session
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Gay Thomas, MA
Betty Kaiser, PhD, RN

Community-Academic Partnerships
UW Institute for Clinical and Translational Research

Agenda

1. Introductions
2. Principles and practices of effective meetings
3. Questions and discussion

Planning Effective Meetings: Basic Principles

- Patient advisors bring expertise they need
- Advisors are not your patients or research subjects
- Effective communication is <u>our</u> responsibility (use Plain Language)
- Meetings should be fun and interactive

WINRS Agenda Template

Item	Content	Time
1	Greeting, opening question	10 – 15 min.
2	Review of meeting agenda	1 min.
3	**“Closing the loop”**	2 min.
4	Project update	2 – 3 min.
5	**Discussion of <research materials>**	65 min.
6	Closing question	5 min.

“Closing the Loop”: WINRS Template

- Use specific examples from previous meeting
- Highlight key feedback from patient advisors
- Briefly describe changes to research materials or plans

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Examples of Research Materials for Meetings with Patient Advisors

- Study recruitment flyers, letters, brochures
- Lay abstract or PR piece
- Potential names for research project
- Survey, focus group questions
- Website design, content, navigation

WINRS Tip Sheet: Discussing Research Materials

1. Pick the “right” materials
2. Clarify what you want to learn from stakeholders
3. Provide a context for the materials or issue
4. Break up material into “bite size” chunks
5. Read materials out loud
6. Use two facilitators and flip chart

Example: Working Agenda

- “Close the loop”
- Opening question
- Research overview or update
- Discussion of research materials

Thank you!

Please help us improve future workshops by evaluating this session.

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