



Patient and Family Advisory Committee (PFAC)

Committee Bylaws

Article Name

The name “Unity Health Network Patient and Family Advisory Committee” will be used as the organization’s name, but will also be referred to as “PFAC” or the “Committee”.

Our Mission

Unity Health Network is dedicated to assuring the delivery of the highest standards of comprehensive and compassionate health care. We believe that centering patient care begins with providing a family atmosphere, cost-effective services, and consistently giving our patients access to high quality care in all aspects of health. When caring for patients we will always care for the whole person, not just the medical condition. We will continue to be the advocate for the patients, families and caregivers by coordinating patient education, quality assessment and improvement, accessibility and accountability to our patients. We strive to strengthen communication and collaboration among patients, families, caregivers, and staff.

Members

The members of the Committee will consist of patients and staff of Unity Health Network, LLC. The Physicians and Clinical Staff of the practice site will choose the members of the Committee. Members should be committed to building a partnership of advisors and staff working to implement programs and policies, and to address health care challenges and barriers within the organization. Members of the Committee will be asked to review Quality Metrics reports as well as other reports and offer suggestions and recommendations for improvement.

Council

There will be ratio of 3-5 patients to each number of providers in each practice setting with a maximum of 12 patients per committee. There will be 1 clinical staff member, 1 clerical staff member, 1 to 2 providers (depending on the size of the practice) and the site manager.

Officers

There will be 2 chairpersons, know as co-chairs. The co-chairs will provide leadership to the Committee in ways such as setting the Committee meeting agendas, conducting meetings, and coordinating between Committee members and staff. The co-chairs will consist of 1 staff member and 1 patient.

A secretary will also be elected to keep track of meeting minutes and provide copies to the Committee once a meeting is conducted.

The standard term for the officers will be 1 year. The term will begin effective the first meeting once the co-chairs and secretary are elected. The co-chairs and secretary may resign at any time, the Committee will then elect a replacement.



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Committee Bylaws (cont.)

Meetings

Meetings will be held on a quarterly basis. Meetings will run from 5:30pm until conclusion, unless otherwise ordered. The annual meeting will take place in October where officers and new members will be elected. Additional meetings may be called by the Committee co-chairs if necessary. Committee members will be given at least 24 hours notice should this occur.

Votes on committee policies and procedures may be conducted electronically, except where specifically requested to be in person. Votes impacting entire organization will be given to administration to be reviewed prior to any implementation.

Compensation/Reimbursement

Dinner will be provided for meetings (members to provide meeting planner with dietary restrictions).

Any additional expenses are reimbursed by the medical practice upon the receipt of the expense, as long as the expense was reasonable and agreed upon.

I have read the bylaws for the PFAC and I agree to the items listed above and have been given the opportunity to ask any questions prior to signing this statement of understanding. I also understand that the Committee has the opportunity to review, discuss and amend these bylaws at any time, with approval of the Committee members.

Name (Printed)

Witness Name (Printed)

Signature

Signature

Date

Date