

# PATIENT ENGAGEMENT EVENT WORKSHEET



## Key Components

### Set the Date

Think: what holidays or days would we want to coordinate around?

(Black Maternal Health Week, Mother's Day, Maternal Mental Health Month, etc)

### Event Logistics

What do we need to do in order to reserve the space, order food, and prepare the room?

### Invite Patients, Clinicians, Staff, Community Members

Patients: NICU parents, postpartum support groups, previous patients, outpatient clinics  
Community Members: doulas, CHWs, local health department, WIC office  
Clinical Staff: OB providers, nurses, midwives, staff, social workers  
How will we invite participants (email, letter, social media, flyers, etc)? What will be the messaging of the invite?

## Details

Potential Dates:

- 1.
- 2.
- 3.

How do we reserve the space?

What refreshments will we provide and how will we pay for them?

How will we arrange the room?

What supplies do we need? Nametags, plates, napkins, etc

Potential Patients:

Potential Community Members:

Potential Clinical staff:

## Action Steps/Person Responsible

By \_\_\_\_\_,  
\_\_\_\_\_ will:

By \_\_\_\_\_,  
\_\_\_\_\_ will:

By \_\_\_\_\_,  
\_\_\_\_\_ will:

## Key Components

### Host a Panel Discussion

Invite 3-5 patients/community members to share their perspectives, experiences, and recommendations to promote Respectful Care  
Identify a Panel Moderator to lead discussion

Consider offering a gift card, public acknowledgement, Momma's Voices training, etc.

### Create the Agenda

Sample Agenda:  
Refreshments and mingling  
Welcome/ Intro to RC Initiative  
Patient and Community Panel

Discussion suggestion: How do we optimize Respectful Care?

### Celebrate Together

Celebrate respectful care and patient voices with clinical team members and patients and enjoy breakfast and discussion together!

### Feedback Survey

Remember to create a brief survey and ask all participants to complete it at the end of the event to measure the effectiveness of your event.

## Details

Guest Speakers to invite:

How will we compensate them?

Who will moderate the panel, welcome guests and close out the event?

- 1.
- 2.
- 3.
- 4.
- 5.

What other elements do we want to consider in terms of ambiance? Name badges, music, ice breaker questions on tables, selfie station?

What survey platform will you use? Forms, Survey Monkey, paper survey?

Draft some questions:

- 1.
- 2.
- 3.
- 4.

## Action Steps/Person Responsible

By \_\_\_\_\_,  
\_\_\_\_\_ will:

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\_\_\_\_\_ will:

By \_\_\_\_\_,  
\_\_\_\_\_ will:

By \_\_\_\_\_,  
\_\_\_\_\_ will:

## Key Components

### Follow Up: Awareness & Visibility

How will you share about the event internally/externally?

-social media, staff meetings, press release, news interview

## Details

Plans to share within Unit:

Plans to share with larger hospital community:

Plans to share externally:

## Action Steps/Person Responsible

By \_\_\_\_\_,  
\_\_\_\_\_ will:

### Follow Up: QI Action

What will you do with the insights gained?

How will you debrief and synthesize insights and anecdotes?

How will insights be used to drive QI?

By \_\_\_\_\_,  
\_\_\_\_\_ will:

### • Notes: