



## Roles and Responsibilities Network 15 Patient Advisory Committee Member(PAC)/ Subject Matter Expert(SME)

### Your Role may include:

- Helping with the creation of educational materials for patients.
- Developing and reviewing Network documents to make sure they are “patient-centered.”
- Sharing your patient story for the newsletter.
- Joining conference calls.
- Providing the patient and care partner perspective on Network activities.
- Planning, developing, and selecting tools and interventions for quality improvement activities (QIAs).
- Maintaining an awareness of all Network programs that directly affect patients.

You may be asked to join at least one subgroup and we will do our best to assign you to a group that is in line with your interests. All of these groups include patients, family care partners and other ESRD community members from across the country. Please check all topic areas of interest to you for consideration of group assignment.

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| <input type="checkbox"/> Emergency Preparedness                        | <input type="checkbox"/> Promoting Transplant    |
| <input type="checkbox"/> Promoting Patient Participation in their Care | <input type="checkbox"/> Promoting Home Dialysis |
| <input type="checkbox"/> Improving Patient/Staff Relationships         | <input type="checkbox"/> Infection Control       |

### Your Responsibilities:

- You are required to participate in a minimum of two PAC conference calls during the year and additional calls as needed, based on your subgroup assignment. Sub group calls occur every month or every other month depending on the group.
- You must respond in a timely manner to emails from the Network or subgroup leaders on requests for PAC/SME feedback on specific activities, such as developing patient education materials.
- You must keep the Network informed of changes in your availability to actively participate as a PAC member/Subject Matter Expert so that we can respect and support your individual needs as a dialysis patient and family member/care partner. Your health and happiness come first. Being a volunteer should never feel burdensome!
- You must report changes in contact information, including phone, email, and mailing address, to the Network’s Patient Services staff in a timely manner so that we can stay in touch with you.
- You are expected to act in a respectful manner at all times. This includes refraining from offensive language regarding race, gender, ethnicity, and/or sexual orientation in all forms of communication.