Checklist for Consumers Serving on Advisory Panels

Before the Panel: Prepare for an Advisory Panel Meeting

☐ Learn about evidence-based healthcare by taking CUE’s free online course “Understanding Evidence-based Healthcare”
☐ Learn about the advisory panel process by using CUE’s Advisory Board Resources
☐ Review the materials provided by the advisory panel organizer(s) well in advance
☐ Look up medical terms that you don’t recognize or ask the panel members to provide definitions at the meeting
☐ Search The Cochrane Library to find reliable systematic reviews and meta-analyses on interventions
☐ Reach out to your constituency (e.g., with social media) to ask what relevant issues and/or priorities they would like discussed at the panel
☐ Write down your objectives and strategies prior to the meeting
☐ Anticipate and prepare for relevant “hot button” topics

During the Panel: Make Valuable Contributions to the Panel

☐ Have an advance discussion with potential allies
☐ Introduce yourself at the beginning of the first panel meeting, including:
  ☐ Personal and professional experience
  ☐ Why you want to be involved
  ☐ What you want to contribute
☐ Speak respectfully to all panel members
☐ Remind panel members that you do not represent all consumer perspectives
☐ Ask for clarification if something is unclear or if you are confused
☐ Ensure that you stay rooted in evidence-based approaches (e.g., citing systematic reviews)
☐ Focus on patient-important outcomes if you think they are being overlooked or dismissed (e.g., adverse outcomes)
☐ Find new ways to make your point (e.g., cite the evidence, use examples) when there are disagreements
☐ Overcome any feelings of intimidation by:
  ☐ Remembering that your experience is unique and therefore important to other panel members
  ☐ Building relationships with other panel members (e.g., speaking to them one-on-one during breaks)
  ☐ Discussing your concerns with other panel members, especially the chair, if you feel you are being ignored
☐ Give all panel member contributions equal consideration
☐ Recognize when another panel member needs support and make your voice heard that you are his or her ally

After the Panel: Ensure Dissemination of Important Findings

☐ Disseminate the final report and/or panel findings with your constituency after publication
  ☐ Newsletter (print or electronic)
  ☐ Professional website
  ☐ Social networking sites
  ☐ Personal weblog
  ☐ Word of mouth