

Patient & Family Advisor (PFA) and Patient & Family Advisory Council (PFAC) Member Agreement

PFAC/PFAC Member Responsibilities

1. Attendance and Participation

I understand that regular attendance and active participation in PFAC meetings is valued. I will make every effort to attend all scheduled meetings, either in person or virtually. If I am unable to attend, I will notify PFAC leadership in advance.

2. Confidentiality

I will protect the confidentiality of all PFA/PFAC discussions, presentations, documents, and projects. (A separate Johns Hopkins Medicine Confidentiality Agreement applies.)

3. Purpose of PFAC Member

I understand that PFAC is a collaborative advisory group focused on improving care for all patients and families. While personal experiences may be shared when appropriate, the PFAC is not a forum for personal complaints or grievances.

4. Respectful Conduct

I will respect the opinions, backgrounds, and perspectives of others. I will engage in respectful, professional, and constructive dialogue during all PFAC meetings and activities.

5. Service Beyond Meetings

I will consider volunteering for PFAC committees, workgroups, or projects outside of regular meetings to help integrate the patient and care partner voice into the ongoing work of Johns Hopkins Medicine.

6. Compliance with PFAC and JHM Policies

I will follow all PFAC guidelines, requirements, and applicable Johns Hopkins Medicine policies while participating in PFAC activities.

7. Required Training

I will complete all required onboarding and annual PFA/PFAC training within the designated time frames.

8. Health and Safety To Protect Others

I will not attend in-person meetings if I have been diagnosed with, or have had symptoms of, a respiratory or gastrointestinal illness within 48 hours prior to the meeting, including flu, COVID-19, or a cold.

9. Conflict of Interest

I will not seek personal benefit, financial gain, or special treatment based on my PFA/PFAC role. I will promptly disclose any actual or potential conflicts of interest to PFAC leadership.

10. Advisory Role

I understand that a PFAC is an advisory body. PFAC members and individual PFAs provide valuable input and recommendations, but do not have decision-making authority.