**Thank you for placing a member of CEAN on your committee/project!**

**In order to adequately support your CEAN members, we ask that you follow the checklist below. This checklist was created using feedback from CEANs. Please fill it out and provide it to your CEAN members along with any other relevant information. If you have any questions, please contact the Community Engagement team at 604-714-3779 or** **ce@vch.ca****.**

**Please fill out the information below. This form is dated:** Click here to enter text.

**Name of Committee/Project:**  Click here to enter text.

**Committee Chair/Project Lead:** Click here to enter text.

**CEAN Liaison** (*who will be the CEAN’s point person while working on the project/committee. Include contact information*): Click here to enter text.

**Committee/Project Membership:** Click here to enter text.

**Date/Time of meetings:** Click here to enter text.

**Location of meetings**: Click here to enter text.

***\* Please include a map or directions as well as instructions if the CEAN members need help to access the area/room. If possible, please meet CEAN members at a known location prior to meetings until they feel comfortable.***

**Checklist for CEAN Liaison**

[ ]  I have met/spoken to my CEAN members prior to their first meeting and provided background information to support their participation. In particular:

* Terms of Reference
* Committee/project goals and scope
* Organizational Charts
* Membership list
* List of potential acronyms that may be used

[ ]  I will provide an introduction at the CEAN members’ first meeting and take time to introduce other members of the committee/project as well as their roles to the CEAN members. *Tent cards can be used at subsequent meetings until the CEAN members feel they adequately know other participants.*

[ ]  The committee/project will update the Terms of Reference to include the CEAN members on the membership list and include the goal/purpose of engaging a patients/family members on the committee in the revision. Terms of Reference will be reviewed on a regular basis or anytime new CEAN members join the committee.

[ ]  I will provide the CEAN members with alternate contact information should I be unable to support them around the meetings.

[ ]  I will distribute [Patient Advisors 101](http://cean.vch.ca/wp-content/uploads/sites/26/2017/07/CEAN-advisors-101-June-2017.pdf) as well as [How to Engage Patient & Public Advisors: A guidebook for staff](http://cean.vch.ca/wp-content/uploads/sites/26/2017/07/How-to-Engage-Patient-and-Public-Advisors-A-Guide-for-Staff-FINAL2.pdf) to other members of the committee/project.

[ ]  I will offer regular check-ins with my CEAN members outside of meeting times to ensure their participation is meaningful and supported.

[ ]  I will keep track of CEAN members’ contributions and give updates to them on how their input is supporting the project/committee’s work. *See the Tracking Engagement Outcomes tools on the* [CE Intranet page](https://my.vch.ca/dept-project/community-engagement/Pages/Community-engagement-toolkit.aspx).

[ ]  I will provide reimbursement for travel expenses (transit, parking, mileage) and any other out of pocket expenses incurred by the CEAN member to participate. *See the tool* [How to reimburse CEANs for out of pocket expenses](https://my.vch.ca/dept-project/community-engagement/Documents/How-to-reimburse-CEAN-members.pdf) *on the CE Intranet Page. CEAN expense forms can be found* [here.](http://cean.vch.ca/members/claim-forms/)

[ ]  I will let CEANs know if meetings are cancelled/changed/moved/rescheduled via e-mail or phone call.

[ ]  I will let the CE Team know if the committee ends or the CEAN members stop participating on the committee

Other resources available to support CEANs can be found on the CE Intranet page in the [CE Toolkit](https://my.vch.ca/dept-project/community-engagement/Pages/Community-engagement-toolkit.aspx). You can also contact the CE team for support at ce@vch.ca or 604-714-3779.

***Thank you for supporting your CEAN members!***

**This form was filled out by:** Click here to enter text.