Table 1 Pathways for identifying Patient and Family Partners

I need Patient and Family Partners for a project/event	I have identified a potential Patient or Family Partner	A patient or family member has self-identified as a potential Partner
Complete the *Request to Engage Patient and Family Partner* and forward it the Care Partnership Office	Review the qualities of a potential Patient and Family Partner – if appropriate proceed to next step	Care Partnership Office is contacted by potential partner
Care Partnership Office reviews the request and identifies potential matches form its registry	Approach the potential partner and ask if they would consider being a partner	Office contacts potential partner to outline roles and responsibilities of Office and of being a partner
Office contacts potential partner to provide details of the opportunity and confirms interest and availability	If they wish to explore further; a) Complete a rack card (link) OR b) Contact Care Partnership Office directly and leave details of potential partner	If eligible and interested, Office completes registry profile with partner
Office connects Partner with requestor	Office contacts potential partner to outline roles and responsibilities of Office and of being a partner	Office arranges orientation and training
Requester uses the PFP toolkit online document to guide next steps for engagement	If eligible and interested, Office completes registry profile with partner	
	Office arranges orientation and training	
	If requester identified they wanted to engage this partner in their work, Office reaches back out to requester	