*SHA teams can request PFPs to review communication material intended for patients, residents clients and the general public utilizing SHA services. SHA teams will provide clarity of the feedback that is needed from Patient Family Partners. Patient Family Partners will review and provide responses within an 8 - 48 hour response time. Responses will be collated and returned to the requestors email.*

**Date:** Click here to enter a date.

**Name of requestor or main contact:** Click here to enter text. **Name of Facility/Department**: Click here to enter text.

**Phone number**: Click here to enter text.  **Email address**: Click here to enter text.

1. **What is the name of the Patient Family Partner (PFP) Rapid Review Request?**

Click here to enter text.

1. **Provide the purpose of the Rapid Review Request:**

Click here to enter text.

***Information to include:***

* ***Context of the request*** *(i.e. The SHA’s COVID-19 screening working group is developing a new tool to screen family members coming in to the SHA sites)*
* ***Who is the context directed at.*** *(i.e. public, patients and residents, SHA staff)*
* ***They type of feedback that would be valuable*** *(i.e. we’d like to know if the questions are easy to understand and would make sense to the public)*
* ***Timeline for feedback to be received.*** *(i.e. feedback due in two days)*
* ***Advise what formats will be used to share the information.*** *(i.e. QR code, pamphlet, poster, web site etc.)*
* If there is highly confidential information, reiterate confidentiality within the email

**Other information to consider:**

* **In the case that there is an existing PFP already connected to the work-stream, please contact them first.**
* **When sending documents, remember to use formats easily accessed like word or PDF (i.**e. publisher or other programs might not be accessible for PFPs)
* Requestor to send completed work with PFP recommendations to PFCC Lead to share with those who contributed to the PFP Rapid Review request.

**PFPs are eligible for SHA Honorarium. Reimbursement of honorarium and expenses will be determined by the SHA Honorarium Procedure and Expense policy. Honorarium processes are supported through the PFCC Team.**