

# 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

