



**BETSY
LEHMAN
CENTER**
for Patient Safety

PFAC
MASSACHUSETTS
PATIENT & FAMILY ADVISORY COUNCILS
Making a Difference in Care

PFAC Annual Report Form

Annual reports are an opportunity for Patient and Family Advisory Councils to summarize their work in the prior year, track progress toward goals, and share successes as well as challenges with the broader community.

Why complete an annual report for my PFAC?

In Massachusetts, hospital-wide PFACs are required to produce annual reports by October 1 of each year. These reports must be made available to members of the public upon request. In past years, Health Care For All (HCFA) has collected and aggregated hospital reports to share with the wider community.

This template was designed by HCFA to assist with information collection, as well as the reporting of key activities and milestones. As of 2023, the responsibility for collecting and sharing PFAC reports with the broader community has been assumed by the Betsy Lehman Center for Patient Safety. The Center is also planning to revitalize efforts to support PFAC work across the state and will have more information in the coming months on those efforts.

What will happen with my report?

PFAC reports submitted will be available online in early November at:
BetsyLehmanCenterMA.gov/PFAC

Who can I contact with questions?

Please contact Janell.Wilkinson@BetsyLehmanCenterMA.gov or call 617-701-8271.

Please email this completed form to
PFAC@BetsyLehmanCenterMA.gov by October 1, 2023.

2023 Patient and Family Advisory Council Annual Report Form

The survey questions concern PFAC activities in fiscal year 2022 only: (July 1, 2022 – June 30, 2023).

Section 1: General Information

1. Hospital Name:

NOTE: Massachusetts law requires every hospital to make a report about its PFAC publicly available. The Center strongly encourages the completion of an individual report for each hospital-wide PFAC.

1a. Which best describes your PFAC?

- We are the only PFAC at a single hospital – skip to #3 below
- We are a PFAC for a system with several hospitals – skip to #2C below
- We are one of multiple PFACs at a single hospital
- We are one of several PFACs for a system with several hospitals – skip to #2C below
- Other (Please describe):

1b. Will another PFAC at your hospital also submit a report?

- Yes
- No
- Don't know

1c. Will another hospital within your system also submit a report?

- Yes
- No
- Don't know

3. Staff PFAC Co-Chair Contact:

2a. Name and Title: Anthony Scibelli, Vice President, Operations

2b. Email: ajscibelli@mgb.org

2c. Phone: 413-582-2110

Not applicable

4. Patient/Family PFAC Co-Chair Contact:

3a. Name and Title: Cynthia Suopis

3b. Email: csuopis@uww.umass.edu

3c. Phone: 413-695-4357

Not applicable

5. Is the Staff PFAC Co-Chair also the Staff PFAC Liaison/Coordinator?

- Yes – skip to #7 (Section 1) below
- No – describe below in #6

6. Staff PFAC Liaison/Coordinator Contact:

6a. Name and Title: Tawny Currier, Executive Assistant

6b. Email: tcurrier1@mgb.org

6c. Phone: 413-582-2130

Not applicable

Section 2: PFAC Organization

7. This year, the PFAC recruited new members through the following approaches (check all that apply):

- Case managers/care coordinators
- Community based organizations
- Community events
- Facebook, Twitter, and other social media
- Hospital banners and posters
- Hospital publications
- Houses of worship/religious organizations
- Patient satisfaction surveys
- Promotional efforts within institution to patients or families
- Promotional efforts within institution to providers or staff
- Recruitment brochures
- Word of mouth/through existing members
- Other (Please describe):
- N/A – we did not recruit new members in FY 2022

8. Total number of staff members on the PFAC: 5

9. Total number of patient or family member advisors on the PFAC: 13

10. The name of the hospital department supporting the PFAC is: Administration

11. The hospital position of the PFAC Staff Liaison/Coordinator is: Executive Assistant

12. The hospital provides the following for PFAC members to encourage their participation in meetings (check all that apply):

- Annual gifts of appreciation
- Assistive services for those with disabilities
- Conference call phone numbers or “virtual meeting” options
- Meetings outside 9am-5pm office hours
- Parking, mileage, or meals
- Payment for attendance at annual PFAC conference
- Payment for attendance at other conferences or trainings
- Provision/reimbursement for childcare or elder care
- Stipends
- Translator or interpreter services
- Other (Please describe):
- N/A

Section 3: Community Representation

The PFAC regulations require that patient and family members in your PFAC be “representative of the community served by the hospital.” If you are not sure how to answer the following questions, contact your community relations office or check “don’t know.”

13. Our hospital’s catchment area is geographically defined as: Hampshire County

Don’t know

14. The racial and ethnic groups in these areas include (please provide percentages; if you are unsure of the percentages check “don’t know”):

	RACE						ETHNICITY	
	% American Indian or Alaska Native	% Asian	% Black or African American	% Native Hawaiian or other Pacific Islander	% White	% Other	% Hispanic, Latino, or Spanish origin	
14a. Our defined catchment area	.3	6.7	2.9	.1	80.2	2.6	7.2	<input type="checkbox"/> Don’t know
14b. Patients the hospital provided care to in FY 2023	.1	7.3	3.0	.1	77.7	4.3	7.5	<input type="checkbox"/> Don’t know
14c. The PFAC patient and family advisors in FY 2023	0	0	0	0	84	8	8	<input type="checkbox"/> Don’t know

15. The languages spoken in these areas include (please provide percentages; if you are unsure of the percentages select “don’t know”):

	Limited English Proficiency (LEP) %	
15a. Patients the hospital provided care to in FY 2023	13	<input type="checkbox"/> Don’t know
15b. PFAC patient and family advisors in FY 2023	0	<input type="checkbox"/> Don’t know

15c. What percentage of patients that the hospital provided care to in FY 2022 spoke the following as their primary language?

	%
Spanish	2.87
Portuguese	.05
Chinese	.34
Haitian Creole	.01
Vietnamese	.21
Russian	.03
French	.02
Mon-Khmer/Cambodian	.03
Italian	0
Arabic	.11
Albanian	.08
Cape Verdean	.01

Don't know

15d. In FY 2023, what percentage of PFAC patient and family advisors spoke the following as their primary language?

	%
Spanish	7
Portuguese	0
Chinese	0
Haitian Creole	0
Vietnamese	0
Russian	0
French	7
Mon-Khmer/Cambodian	0
Italian	0
Arabic	0
Albanian	0
Cape Verdean	0

Don't know

16. The PFAC is undertaking the following activities to ensure appropriate representation of our membership in comparison to our patient population or catchment area:

1. Recruitment outreach in BIPOC communities.

2. Presentation by Hospital Director of Diversity/Equity/Inclusion to PFAC.
3. Added BIPOC staff member.
4. Invited Latino Community member to address Membership committee for recruitment strategies

Section 4: PFAC Operations

17. Our process for developing and distributing agendas for the PFAC meetings (choose):

- Staff develops the agenda and sends it out prior to the meeting
- Staff develops the agenda and distributes it at the meeting
- PFAC members develop the agenda and send it out prior to the meeting
- PFAC members develop the agenda and distribute it at the meeting
- PFAC members and staff develop agenda together and send it out prior to the meeting. (Please describe below in #17a)
- PFAC members and staff develop agenda together and distribute it at the meeting. (Please describe below in #17a)
- Other process (Please describe below in #17b)
- N/A – the PFAC does not use agendas

17a. If staff and PFAC members develop the agenda together, please describe the process: PFAC members are encouraged to provide agenda items of interest. This information is relayed to the administrative staff in consultation with the community co-chair. All parties participate equally in this process.

17b. If other process, please describe:

18. The PFAC goals and objectives for 2023 were: (check the best choice):

- Developed by staff alone
- Developed by staff and reviewed by PFAC members
- Developed by PFAC members and staff
- N/A – we did not have goals for FY 2022– Skip to #20

19. The PFAC had the following goals and objectives for 2023:

Expand PFAC Membership to Complement CDH Diversity, Inclusion and Equity Initiatives

1. Recruit more community members to PFAC with a focus on DEI initiatives.
2. Expand the Membership Committee to include more voices in recruitment and Council initiatives.
3. Explore social media vehicles to expand membership.
4. Target specific audiences to expand membership.
5. Design a recruitment plan.

Enhance Visibility of PFAC within CDH.

1. Review opportunities for PFAC involvement in the Strategic Plan.
2. Present PFAC accomplishments/potential to Senior Leadership.
3. Encourage PFAC participation and presence at CDH events.
4. Sponsor a Care for the Caregiver event that recognizes all staff.

C. Increase PFAC Membership Involvement in PFAC initiatives

1. Consult with PFAC membership on the type of training/education needed.
2. Consult with PFAC membership on agenda items.
3. Consult with PFAC membership on meeting content, logistics, culture within PFAC.

D. Explore creative activities and initiatives generated from PFAC to assist CDH in achieving its goals.

1. Distribute 100 cook books to staff during a Thankful Thursday presentation.
2. Plan a caregiver pop up in early 2023.

20. Please list any subcommittees that your PFAC has established: The Membership subcommittee was expanded to include discussions of agenda items and goals of PFAC for 2022. This expansion continued in 2023. An informal subcommittee was formed with the Director and Operations Manager of the Physician Medical Group at the Hospital

21. How does the PFAC interact with the hospital Board of Directors (check all that apply):

- PFAC submits annual report to Board
- PFAC submits meeting minutes to Board
- Action items or concerns are part of an ongoing "Feedback Loop" to the Board
- PFAC member(s) attend(s) Board meetings
- Board member(s) attend(s) PFAC meetings
- PFAC member(s) are on board-level committee(s)
- Other (Please describe):
- N/A – the PFAC does not interact with the Hospital Board of Directors

22. Describe the PFAC's use of email, listservs, or social media for communication:

- N/A – We don't communicate through these approaches

Section 5: Orientation and Continuing Education

23. Number of new PFAC members this year: 1 new member

24. Orientation content included (check all that apply):

- "Buddy program" with experienced members
- Check-in or follow-up after the orientation
- Concepts of patient- and family-centered care (PFCC)
- General hospital orientation
- Health care quality and safety
- History of the PFAC
- Hospital performance information
- Immediate "assignments" to participate in PFAC work
- Information on how PFAC fits within the organization's structure
- In-person training
- Massachusetts law and PFACs
- Meeting with hospital staff
- Patient engagement in research
- PFAC policies, member roles and responsibilities
- Skills training on communication, technology, and meeting preparation
- Other (Please describe below in #24a)
- N/A – the PFAC members do not go through a formal orientation process

24a. If other, describe: Our new member represents the disability population in our community. Extensive one on one orientation was not feasible due to physical limitations and COVID.

25. The PFAC received training on the following topics:

- Concepts of patient- and family-centered care (PFCC)
- Health care quality and safety measurement
- Health literacy
- A high-profile quality issue in the news in relation to the hospital (e.g., simultaneous surgeries, treatment of VIP patients, mental/behavioral health patient discharge, etc.)
- Hospital performance information
- Patient engagement in research
- Types of research conducted in the hospital
- Other (Please describe below in #25a)
- N/A – the PFAC did not receive training

25a. If other, describe: Presentations conducted during the meetings can be defined as 'training' and 'information' sessions. Topics included: Hospital Strategic Planning Process, POLST Task Force, MGB Organizational Structure, Confidentiality Refresher, Financial overview, Human Resources, Health Equity Standards, Reducing patient falls, Dementia Mandate.

Section 6: FY 2023 PFAC Impact and Accomplishments

The following information concerns PFAC activities in the fiscal year 2023.

26. Please share the following information on the PFACs accomplishments and impacts:

26a. What were the three greatest accomplishments/impacts of the PFAC related to providing feedback or perspective?

Accomplishment/Impact	Idea came from (choose one)
<p>Accomplishment/Impact 1: <i>Expansion of Membership.</i> Four new members were added to our PFAC. The members represented LGBTQ+, BIPOC, student and physically challenged communities. Our Hospital is located in a 5 college area of service. We partnered with Smith College to invite two students to sit on our PFAC.</p>	<input checked="" type="checkbox"/> Patient/family advisors of the PFAC <input type="checkbox"/> Department, committee, or unit that requested PFAC input
<p>Accomplishment/Impact 2: <i>Care for the Caregiver events to expand PFAC recognition.</i> This initiative provided increased PFAC exposure to Staff/Administration where 2 events were scheduled to thank our caregivers. Cookies and popsicles from local vendors and schools participated. Distribution occurred on all shifts.</p>	<input checked="" type="checkbox"/> Patient/family advisors of the PFAC <input type="checkbox"/> Department, committee, or unit that requested PFAC input
<p>Accomplishment/Impact 3: <i>PFAC member focus group on the PFAC experience.</i> This initiative provided qualitative feedback on member expectations and experience during the past year. Members broke out into subgroups for a deeper discussion. We captured the conversation through extensive minutes and are using them in the planning process for the upcoming year.</p>	<input checked="" type="checkbox"/> Patient/family advisors of the PFAC <input type="checkbox"/> Department, committee, or unit that requested PFAC input

26b. What were the three greatest accomplishments/impacts of the PFAC related to influencing the institution's financial and programmatic decisions?

Accomplishment/Impact	Idea came from (choose one)
<p>Accomplishment/Impact 1:</p> <p><i>Expand visibility.</i></p> <p>PFAC members participated in Hospital wide events that included volunteering at the employee picnic, attendance at Nurses Day Celebration, Attendance at Chamber of Commerce events, interview of Co-Chairs by the Betsy Lehman Center, attendance at Donor events and the welcoming of a financial presentation to the full membership.</p>	<input checked="" type="checkbox"/> Patient/family advisors of the PFAC <input type="checkbox"/> Department, committee, or unit that requested PFAC input
<p>Accomplishment/Impact 2:</p>	<input type="checkbox"/> Patient/family advisors of the PFAC <input type="checkbox"/> Department, committee, or unit that requested PFAC input
<p>Accomplishment/Impact 3:</p>	<input type="checkbox"/> Patient/family advisors of the PFAC <input type="checkbox"/> Department, committee, or unit that requested PFAC input

26c. What were the three greatest accomplishments/impacts of the PFAC related leading/co-leading programs and initiatives?

Accomplishment/Impact	Idea came from (choose one)
<p>Accomplishment/Impact 1:</p> <p><i>Increased PFAC participation on Hospital Committees.</i></p> <p>A continued active presence on Board and Hospital Committees is contributed to higher visibility of PFAC and acknowledgement of the patient voice in all operations.</p>	<input checked="" type="checkbox"/> Patient/family advisors of the PFAC <input checked="" type="checkbox"/> Department, committee, or unit that requested PFAC input
<p>Accomplishment/Impact 2:</p> <p><i>Continue to Build a culture of pride and enthusiasm among PFAC members.</i></p> <p>Our recruitment efforts were successful and innovative and we reached out to our college student population to include students on our PFAC. This initiative provides us with a student voice and partnership with colleges to</p>	<input checked="" type="checkbox"/> Patient/family advisors of the PFAC <input checked="" type="checkbox"/> Department, committee, or unit that requested PFAC input

provide hospital administration experience to interested students. Our PFAC member engagement is improving as we take great care to regularly check in with members to ensure their experience is valuable to them.

Accomplishment/Impact 3:

- Patient/family advisors of the PFAC
- Department, committee, or unit that requested PFAC input

27. The five greatest challenges the PFAC had in FY 2023:

Challenge 1: DEI recruitment initiatives

Challenge 2: Increased visibility of PFAC in the Hospital

Challenge 3: Building an organizational culture in PFAC

Challenge 4: Achieving clarity on the MGB transition particularly with patient quality frameworks

Challenge 5: Identifying where PFAC can be helpful in Hospital initiatives

N/A – we did not encounter any challenges in FY 2023

28. The PFAC members serve on the following hospital-wide committees, projects, task forces, work groups, or Board committees:

- Behavioral Health/Substance Use
- Bereavement
- Board of Directors
- Care Transitions
- Code of Conduct
- Community Benefits
- Critical Care
- Culturally Competent Care
- Discharge Delays
- Diversity & Inclusion
- Drug Shortage
- Eliminating Preventable Harm
- Emergency Department Patient/Family Experience Improvement
- Ethics
- Institutional Review Board (IRB)
- Lesbian, Gay, Bisexual, and Transgender (LGBT) – Sensitive Care
- Patient Care Assessment
- Patient Education
- Patient and Family Experience Improvement
- Pharmacy Discharge Script Program

- Quality and Safety
- Quality/Performance Improvement
- Surgical Home
- Other (Please describe): Finance Committee; Healthy Communities, Organizational Culture and Patient Experience, VNA and Hospice, Climate and Sustainability, Development
- N/A – the PFAC members do not serve on these – **Skip to #30**

29. How do members on these hospital-wide committees or projects report back to the PFAC about their work? Individual members report back to the full PFAC membership during monthly meetings.

30. The PFAC provided advice or recommendations to the hospital on the following areas mentioned in the Massachusetts law (check all that apply):

- Institutional Review Boards
- Patient and provider relationships
- Patient education on safety and quality matters
- Quality improvement initiatives
- N/A – the PFAC did not provide advice or recommendations to the hospital on these areas in FY 2022

31. PFAC members participated in the following activities mentioned in the Massachusetts law (check all that apply):

- Advisory boards/groups or panels
- Award committees
- Co-trainers for clinical and nonclinical staff, in-service programs, and health professional trainees
- Search committees and in the hiring of new staff
- Selection of reward and recognition programs
- Standing hospital committees that address quality
- Task forces
- N/A – the PFAC members did not participate in any of these activities

32. The hospital shared the following public hospital performance information with the PFAC (check all that apply):

32a. Complaints and serious events

- Complaints and investigations reported to Department of Public Health (DPH)
- Healthcare-Associated Infections (National Healthcare Safety Network)
- Patient complaints to hospital
- Serious Reportable Events reported to Department of Public Health (DPH)

32b. Quality of care

- High-risk surgeries (such as aortic valve replacement, pancreatic resection)
- Joint Commission Accreditation Quality Report (such as asthma care, immunization, stroke care)
- Medicare Hospital Compare (such as complications, readmissions, medical imaging)
- Maternity care (such as C-sections, high risk deliveries)

32c. Resource use, patient satisfaction, and other

- Inpatient care management (such as electronically ordering medicine, specially trained doctors for ICU patients)

- Patient experience/satisfaction scores (e.g. HCAHPS - Hospital Consumer Assessment of Healthcare Providers and Systems)
- Resource use (such as length of stay, readmissions)
- Other (Please describe):
- N/A – the hospital did not share performance information with the PFAC – **Skip to #35**

33. Please explain why the hospital shared only the data you checked in Q 32 above:

34. Please describe how the PFAC was engaged in discussions around these data in #32 above and any resulting quality improvement initiatives:

35. The PFAC participated in activities related to the following state or national quality of care initiatives (check all that apply):

35a. National Patient Safety Hospital Goals

- Identifying patient safety risks
- Identifying patients correctly
- Preventing infection
- Preventing mistakes in surgery
- Using medicines safely
- Using alarms safely

35b. Prevention and errors

- Care transitions (e.g., discharge planning, passports, care coordination, and follow up between care settings)
- Checklists
- Electronic Health Records –related errors
- Hand-washing initiatives
- Human Factors Engineering
- Fall prevention
- Team training
- Safety

35c. Decision-making and advanced planning

- End of life planning (e.g., hospice, palliative, advanced directives)
- Health care proxies
- Improving information for patients and families
- Informed decision making/informed consent

35d. Other quality initiatives

- Disclosure of harm and apology
- Integration of behavioral health care
- Rapid response teams
- Other (Please describe):
- N/A – the PFAC did not work in quality of care initiatives

36. Were any members of your PFAC engaged in advising on research studies?

- Yes
- No – Skip to #40 (Section 6)

37. In what ways are members of your PFAC engaged in advising on research studies? Are they:

- Educated about the types of research being conducted
- Involved in study planning and design
- Involved in conducting and implementing studies
- Involved in advising on plans to disseminate study findings and to ensure that findings are communicated in understandable, usable ways
- Involved in policy decisions about how hospital researchers engage with the PFAC (e.g. they work on a policy that says researchers have to include the PFAC in planning and design for every study)

38. How are members of your PFAC approached about advising on research studies?

- Researchers contact the PFAC
- Researchers contact individual members, who report back to the PFAC
- Other (Please describe below in #38a)
- None of our members are involved in research studies

38a. If other, describe:

39. About how many studies have your PFAC members advised on?

- 1 or 2
- 3-5
- More than 5
- None of our members are involved in research studies

Section 7: PFAC Annual Report

We strongly suggest that all PFAC members approve reports prior to submission.

40. The following individuals approved this report prior to submission (list name and indicate whether staff or patient/family advisor):

Cynthia Suopis – member; Anthony Scibelli, Co-Chair PFAC; Tawny Currier, Coordinator

41. Describe the process by which this PFAC report was completed and approved at your institution (choose the best option).

- Collaborative process: staff and PFAC members both wrote and/or edited the report
- Staff wrote report and PFAC members reviewed it
- Staff wrote report
- Other (Please describe):

Massachusetts law requires that each hospital's annual PFAC report be made available to the public upon request. Answer the following questions about the report:

42. We post the report online.

Yes, link:

No

43. We provide a phone number or e-mail address on our website to use for requesting the report.

Yes, phone number/e-mail address: rkline4@cooleydickinson.org or mail to Volunteer Services, Cooley Dickinson Hospital, 30 Locust Street, Northampton, MA 01060-5001.

No

44. Our hospital has a link on its website to a PFAC page.

Yes, link: [Patient and Family Advisory Council | Cooley Dickinson Hospital](#)

No, we don't have such a section on our website