**PFAC Getting Started Checklist**

**Creating a PFAC**

⬜ Establish support from hospital leadership

⬜ Dedicate staff resources

⬜ Determine membership requirements

⬜ Create budget

⬜ Confirm Charter Statement

⬜ Write Bylaws or Policy and Procedures

⬜ Design application and interview process

⬜ Design orientation plan for patient/family and staff members

**Launch and Ongoing**

⬜ Launch recruitment process

⬜ Partner with Volunteer Department

* Background checks
* Health requirements
* Volunteer orientation
* Confidentiality/HIPAA training
* Photo ID badge
* Database for tracking hours
* Annual recognition

⬜ Identify potential topics for discussion

⬜ Set meeting agendas

⬜ Review, adopt or modify recommendations from PFAC members