

Patient and Family Advisory Council (PFAC) Annual Report Form



Patient and Family Advisory Councils (PFACs) are an integral part of health care organizations. All licensed hospitals, as well as accountable care organizations devoted to MassHealth members, are required to convene a PFAC on a regular basis and tap its members' expertise and lived experience to help the health care organization better meet the needs of its patients.

The Betsy Lehman Center for Patient Safety oversees PFAC work in Massachusetts. Read more [on the Center's website](#).

Use this form to capture the essential activities of your PFAC during the past fiscal year (July 1 – June 30) and submit to the Betsy Lehman Center by October 1. If your hospital has multiple PFACs, please fill it out for the work of your hospital-wide PFAC, and use the last section to describe the work of any additional PFAC groups. The Center will generate a report from the information submitted and return it to you to distribute throughout the organization and post to your organization's website. The Center will also aggregate information and share an annual report of all PFAC activities in the state.

SECTION I: GENERAL INFORMATION

1. Hospital name: Saint Anne's Hospital
2. How many PFACs does your hospital have in total? 1
3. The information on this form reflects the work of a PFAC that serves as:
 - ☒ The sole PFAC at our hospital, ACO, or organization
 - ☐ A hospital-wide PFAC, but there are additional department, unit, population-specific or specialty PFACs as well
 - ☐ A hospital department, unit, or specialty PFAC
 - ☐ A hospital-based PFAC that also serves an ACO
 - ☐ A system-wide PFAC
4. Patient/family co-chair:
 - a. Name: Ann Marie Couture
 - b. Email address: annmarie7284@icloud.com
5. Hospital co-chair:
 - a. Name: Patricia McLaughlin
 - b. Title: Director
 - c. Email address: pmclaughlin4@brownhealth.org
 - d. Phone number: 508-674-5600 X2123
6. PFAC membership [as of June 30]:
 - a. Total number of members: 16 to 20
 - b. Total number of patient/family advisers: 6 to 10
 - c. Total number of staff advisers: 6 to 10

7. Preferred PFAC membership:
- Total number of members: 16 to 20
 - Total number of patient/family advisers: 6 to 10
 - Total number of staff advisers: 6 to 10
8. If patient/family members of the PFAC are subject to term limits, please select the length of terms: 2 years
9. Which recruiting efforts does your hospital use to identify and attract new PFAC members from the community? (select all that apply)
- | | |
|---|---|
| <input type="checkbox"/> After visit summary or survey messages | <input checked="" type="checkbox"/> Patient/family feedback |
| <input checked="" type="checkbox"/> Clinicians' recommendations | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Discussions with people in the clinic | <input type="checkbox"/> Tables at hospital entrances |
| <input checked="" type="checkbox"/> Hospital website | <input type="checkbox"/> Visits to the units |
| <input checked="" type="checkbox"/> Grievances | <input checked="" type="checkbox"/> Word of mouth |
| <input checked="" type="checkbox"/> Pamphlets | Other: <input type="text"/> |
10. How often does your PFAC meet? Monthly
- If other, please specify:
11. How do you typically convene your PFAC? A mix of both in-person and virtually
- If a mix, please describe:
12. How often do PFAC members engage in these ways with initiatives presented to them? (Please respond to each.)
- Approval: The department asks for approval from the PFAC on a completed initiative Rarely
 - Feedback: The department asks the PFAC for input on a project in progress Often
 - Codesign: The PFAC is involved at the inception of the project Sometimes
 - Other, please specify:

SECTION II: ABOUT THE COMMUNITY

13. State regulations call for hospital PFAC membership to be reflective of the community it serves. Two sets of data can help better understand the racial/ethnic makeup of the community and primary languages spoken.

- a. Race/Ethnicity: Use the links in the table below to find data about the race and ethnicity of the community served by your hospital. If your hospital gathers this information differently, please enter it here.

	Percentage of population	
	Catchment area	Patients served
White	78.6%	80%
Black	4.4%	7%
Hispanic	9.8%	7%
Asian	2.4%	1%
Native Hawaiian and Pacific Islander (NHPI)	0.0%	0%
American Indian or Alaska Native (AIAN)	0.2%	0%
Other	5.6%	2.5%
Multi	9.5%	2.5%

- b. Languages spoken: The best source will be within your hospital. You may need to ask colleagues in community relations, patient experience, informatics or other record-keepers for this information.

	Percentage of patient population
Spanish	14.61%
Portuguese	20.55%
Chinese	0.10%
Haitian Creole	0.67%
Vietnamese	0.17%
Russian	0.04%
French	0.04%
Mon-Khmer/Cambodian	0.23%
Italian	0.04%
Arabic	0.40%
Albanian	0.02%
Cape Verdean	1.33%
Limited English proficiency (LEP)	

- c. How well do the demographics of your PFAC match the demographics of your hospital's patient population? Fair

14. There are many ways to describe the array of perspectives in a community, including age, income, gender, sexual orientation, gender identity, disability, veteran status, career, chronic or rare disease status, religion, etc. How would you describe your PFAC membership's representation of the community it serves more broadly?

Currently, our PFAC is represented primarily by white, senior females. Most are retired from the Healthcare and Education sectors. All PFAC members are long term residents of our primary catchment area.

15. Describe any strategies and activities during the last year to align PFAC membership with the diversity of the community served by your organization.

None this year

SECTION III: KEY ACCOMPLISHMENTS AND IMPACT

16. How often do you measure the impact of the PFAC on initiatives? Rarely ☐
17. How often do you track outcome metrics related to PFAC advice? (e.g., improvement in patient experience scores, reduction in falls, etc.) Rarely ☐
18. How often do you track process metrics? (e.g., number of meetings, number of initiatives, etc.) Sometimes ☐
19. Describe key work accomplished by the PFAC last year. For example, in what ways did the PFAC provide feedback/perspective, lead or co-lead programs and initiatives, or influence the institution's financial and programmatic decisions? Include at least three accomplishments.

1. Worked with the Director of Diagnostic Imaging Services to initiate new process to ensure that Holter monitor reports and other DIS reports are sent to the ordering physician and PCP on time
2. Provided feedback on Saint Anne's Hospital Patient Family Welcome Guide
3. Provided feedback on Fernandes Center for Children & Families Welcome Packet
4. Provided feedback on Brown Health chaperone policy and signage
5. Some patient/family advisors attended the PFAC Annual Spring Forum (virtual)
6. Supported Letters to Santa project
7. Volunteered at hospital Popcorn Social to help celebrate Patient Experience Week

20. How do you promote the accomplishments of your PFAC? (Select all that apply)

- ☒ Newsletter
- ☒ Presentation
- ☒ Report
- ☒ Word of mouth
- ☐ We currently do not promote

Other:

21. Did the hospital/organization leadership share its goals for the year with the PFAC membership? Yes

22. Did the work accomplished by your PFAC help advance the organization's goals? Somewhat

Please describe:

The hospital was in transition with a new owner during the past year. The hospital president/CNO provided complex updates at every PFAC meeting. Hospital goals were in flux during the transition.

23. What were the greatest challenges your PFAC faced?

1. Supporting the through the transition to new ownership. Hospital goals were in flux during the transition.
2. Rebranding in community following new ownership.
3. Recruiting patient/family advisors that reflect the diversity of the community.

SECTION IV: SAFETY

Patient safety is the prevention of harm to patients while receiving health care. It's a fundamental principle of health care, and it's considered the foundation of high-quality care. Patient and family input and insight about safety considerations and risks is an essential component of safety improvement work.

24. For each of the following items, indicate your PFAC's level of involvement.

- a. Patient/family advisers were represented at board meetings: Regularly
- b. Patient/family advisers were consulted on safety goal-setting and metrics: Regularly
- c. Patient/family advisers participated in safety improvement initiatives: Regularly

25. Summarize your PFAC's contributions to patient safety work at your organization.

1. PFAC provided feedback on the Patient & Family Handbook revisions.
2. PFAC provided feedback on the Fernandes Center for Children & Families patient/family handout.
3. PFAC patient/family advisor on the hospital Quality & Safety Committee reports to PFAC regularly for discussion.
4. Hospital Risk Manager and Patient Advocate serve on PFAC and report regularly for discussion.
5. Hospital President/CNO solicits PFAC feedback regularly.

SECTION V: ADDITIONAL INFORMATION

26. Indicate the committees within your organization on which a PFAC member serves:

- | | | |
|--|---|--|
| <input type="checkbox"/> Behavioral Health/
Substance Use | <input type="checkbox"/> Diversity and Inclusion | <input type="checkbox"/> Patient Education |
| <input type="checkbox"/> Bereavement | <input type="checkbox"/> Drug Shortage | <input type="checkbox"/> Patient and Family Experience
Improvement |
| <input checked="" type="checkbox"/> Board of Directors | <input type="checkbox"/> Eliminating Preventable Harm | <input type="checkbox"/> Pharmacy Discharge Script
Program |
| <input type="checkbox"/> Care Transitions | <input type="checkbox"/> Emergency Department Patient/
Family Experience Improvement | <input checked="" type="checkbox"/> Quality and Safety |
| <input type="checkbox"/> Code of Conduct | <input type="checkbox"/> Ethics | <input checked="" type="checkbox"/> Quality/Performance
Improvement |
| <input checked="" type="checkbox"/> Community Benefits | <input type="checkbox"/> Institutional Review Board (IRB) | <input type="checkbox"/> Surgical Home |
| <input type="checkbox"/> Critical Care | <input type="checkbox"/> Lesbian, Gay, Bisexual,
Transgender and Queer
(LGBTQ+) | Other: Professional Practice |
| <input type="checkbox"/> Culturally Competent Care | <input type="checkbox"/> Patient Care Assessment | |
| <input type="checkbox"/> Discharge Delays | | |

27. Are there any PFAC-led workgroups or projects you would like to highlight?

None this year

SECTION VI: LOOKING AHEAD

28. Does your PFAC have goals for the current year? **Yes** 

a. If yes, what are your PFAC's goals for the year?

1. Discuss implementation of a new annual goal-setting process using metrics and SMART* goals for 2026, particularly addressing process and outcome goals.
 2. Add PFAC patient/family advisors to appropriate hospital committees that support hospital goals such as:
 - Work team to strategize the reduction of patients discharged to SNF
 - Steering committee to improve ED flow and improve LWBS
 - Steering committee to increase Likelihood to Recommend
 - Magnet work groups
 3. Add PFAC information to the hospital website, hospital newsletter, and hospital orientation (in person or electronically)
- *SMART Goals: Specific, Measurable, Achievable, Relevant, Time Bound

29. Do these goals support the organization's goals and priorities for the year? **Yes, the goals directly relate** 

a. If yes, in what ways do these goals support the organization's goals and priorities?

PFAC patient/family advisors will become integrated into appropriate hospital committees to assist in the attainment of hospital goals.

30. Is there anything else your hospital would like to highlight that has not been captured above?

None

31. This report was prepared and reviewed by:

a. Name: **Kathy Finn/Patricia McLaughlin,**

b. Title: **Community PFAC member/Hospital Co-chair**

c. List additional people's names and titles as needed below:

Carole Billington, President/CNO; Maureen Bushel, Patient/Family Advisor; Ann Marie Couture, Patient/Family Advisor; Bob Dumais, Patient/Family Advisor; Pat Finn, Patient/Family Advisor; Elizabeth Fraser, Hospital Advisor; Michael Garrity, Hospital Advisor; Tracy Ibbotson, Hospital Advisor; Mary-Lou Mancini, Patient/Family Advisor; O Sandra Marcucci, Hospital Advisor; Susan McGreavy, Patient/Family Advisor; Irene Silva, Patient/Family Advisor

32. This report is for the state's fiscal year ending June 30, **2025**.