

Patient, Family and/or Caregiver Facility SME Recruitment Letter

FROM: Facility Administrator
TO: In-Center/Home Dialysis Patient, Transplant Patient, and Family Members
SUBJECT: Ongoing Recruitment of Patient or Family Member Representative to Join Facility's QAPI Meetings as Subject Matter Expert (SME)

The _____ *Dialysis Center* is very excited to offer our Patients/Family Members the opportunity to join our Interdisciplinary Team in the monthly Quality Assurance and Performance Improvement (QAPI) meetings. During these meetings we will be discussing facility specific outcomes and projects that influence the work we perform every day. By becoming a part of this team, you will be able to:

- ✓ Contribute your knowledge and level of expertise in the renal community.
- ✓ Provide feedback on the effectiveness of project related activities and the development of interventions at the dialysis facility.
- ✓ Direct our team's attention to areas or barriers of concern.
- ✓ Assist our team in the development of patient and family-centered culture throughout our facility.

As an individual you have unique skills and understanding that others cannot convey. Therefore, you will be recognized in our group as a Subject Matter Expert (SME). As the SME you will have a voice, and your voice will count where it matters most. Your contributions will add tremendous value to the objectives the group aims to achieve.

We are selecting at least two candidates for this position, if you are interested please:

- *Review the "SME Participation/Membership Policy"*
- *Fill out the "SME Registration Form" and the "Do's and Don'ts for a Productive Meeting" and submit to a facility staff as soon as possible.*

Be a part of the Action and Make a Difference!

Thank you,

Facility Administrator
