



Position Description Institutional Committee or FAC Subcommittee Adviser

Position Title: Institutional Committee or Family Advisory Council (FAC) Subcommittee Member

FCC Level: 3

Issue Date: 06/2013; Reviewed/Updated: 10/2014

Objective: To serve as a family centered-care (FCC) parent advisor member of an institutional committee or FAC subcommittee, offering the patient family perspective to discussions related to patient care and staff practices

Hours: Meeting dates and times vary for assignment

Qualifications:

- Adult, former or current St. Jude patient, caregiver or family member
- Commitment to at least one year of service
- Ability to use email and manage documents/attachments effectively
- Maintain functioning access to internet service

Training: Successful completion of Volunteer Services and FCC orientations and other onboarding activities as requested, annual volunteer and FCC training.
Successful completion of additional training activities as indicated by the needs of the specific committee membership

Competencies:

- Work effectively and respectfully with others and without direct supervision
- Respect and protect the confidentiality of patients, family members and employees at all times and in all circumstances
- Possess sound understanding of the core concepts of FCC
- Able to share and apply one's own experiences while also representing the global patient population at St. Jude

Responsibilities:

- Wear FCC ID badge, FCC lanyard and FCC button if on St. Jude campus
- Record volunteer hours and submit to FCC services for recording
- Demonstrate independent work initiative
- Contribute to the development of committee meeting agenda, as appropriate, to best represent the needs of patient families related to the scope of the committee's influence and to promote parent –staff collaboration
- Attend committee meetings regularly and complete assigned activities
- Maintain effective and appropriate communication with St. Jude staff and committee members as indicated
- Participate in committee meetings to provide the patient and family centered-care perspective to discussions
- Report committee outcomes to the FAC and relay information from the FAC and FCC program to the committee as indicated

I have received a copy of my position description and have had the opportunity to ask questions. I have read and understand my role and responsibilities as a _____.

Signature

Date