

Best Practices for Developing, Implementing, and Evaluating Community Advisory Boards: A Literature Review & Synthesis

Mayra Amador, MPH Student Intern, Office of Community Engagement, Stanford Medicine

Background

This project aimed to create an evidence-based resource for the Stanford Medicine community to identify best practices for the development, implementation, and evaluation of community advisory boards (CABs) for effective and impactful community-engaged research.



Project Description

Relevant articles and resources were identified via PubMed and Google Scholar searches. The 7-page synthesis includes an introduction to community engagement and CABs to support research. Findings were organized into three main sections: development, implementation, and evaluation. The appendix include additional resources for research teams.

Findings

Development - It is important to identify key backbone staff for each CAB. Staff may lead initial member recruitment by working with key project leaders and support all levels of CAB operations. Once further established, CAB members may take on leadership roles.

Implementation - It is recommended that CAB members participate in a new member orientation and trainings to better understand community-engaged research and ethical considerations. Things to consider when implementing a CAB include member term lengths, meeting schedule and logistics, facilitation, payments/incentives, and communication strategies. Creating and maintaining bylaws may be particularly helpful.

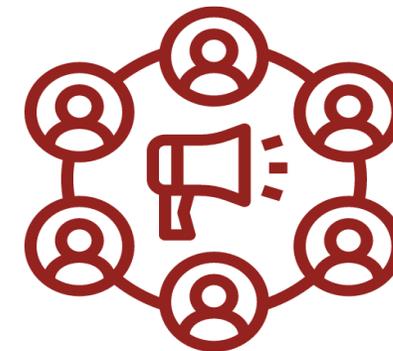
Evaluation - It is critical to incorporate evaluation activities throughout the cycle of a CAB to measure the effectiveness of CAB activities and its impact. These may include member satisfaction surveys, post-training surveys, and consultation satisfaction surveys.

Lessons Learned

This project revealed key insights about the important role that community partners play in community-engaged research and the preparation that researchers should undertake before the development of a CAB.

Recommendations

The best practices identified in the synthesis can be disseminated to partners interested in engaging other academic and community members for the development of their own CAB or those seeking consultations from an existing CAB.



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