

Community Consultant Info Sheet

Thank you for your interest in being a META:PHI community consultant!

What's META:PHI?

[Mentoring, Education, and Clinical Tools for Addiction: Partners in Health Integration](#) (META:PHI) is a provincial program with the goal of improving health care for people who use substances. One of the ways we do this is by creating guidelines, handouts, instructional videos, lessons, and other types of materials about substance use to help health care providers learn how to improve the care they provide. You can learn more about us [here](#).

What's a META:PHI community consultant?

A META:PHI community consultant is a person with expertise gained from relevant **lived or living experience** in an area of focus. Because META:PHI's work is about improving health care for people who use substances, our community consultants are **people who have personal knowledge of substance use and/or challenges related to substance use, either from their own experience or the experience of someone close to them**. We want to work with people who can share their expertise in substance use in order to make better, more helpful materials.

What types of work do META:PHI community consultants do?

There are lots of different ways you can work with us, and you can choose what you're interested in. In the application form, we ask you to check off the types of work you might be interested in doing, including reviewing, brainstorming, planning, writing, attending meetings, answering questions, or appearing in videos. When our team is planning a new project, we'll think about the types of work that will be necessary and will reach out to community consultants who are interested in doing those types of work.

How much work is involved?

It depends on the projects that the META:PHI team is working on and on how much work you want to do! Sometimes there may be no projects available, and other times there might be a few available at the same time. If we ask you to work on a project, we'll let you know how many hours of work we expect it to take and when we're hoping the project will be finished. You can say no to any request you're not interested in.

How are META:PHI community consultants compensated?

You will be paid \$30/hour for any time you spend on project work and attending meetings. We will ask you to keep track of the time you spend on any project and submit your hours to us at prescheduled times. We will go through this process with you in detail before you start work on any projects to make sure everything is clear.

What is the application process?

You can apply by filling out the [META:PHI Community Consultant Application](#) (QR code below). Please fill in the appropriate boxes with the requested information, including any experiences and identities that you would be **able and willing to talk about**—for example, experience of injecting drugs, experience of going to an inpatient treatment program, etc. You may leave any part of the form blank, and you don't have to tell us anything about yourself that you don't want to. There's a space at the end of the form for you to include any additional information you'd like us to know.



Why do identities and experiences matter?

Telling us about some of your areas of expertise will help us form the strongest possible teams for each project—for example, the best person to work on a pamphlet about methadone treatment is a person who is on or has been on methadone treatment. We also want to make sure that our materials **respect and include people coming from diverse backgrounds**. The best way to do that is for the people working on these materials to also come from diverse backgrounds. We're asking you about things like your race, sexuality, gender, and other aspects of your identity to help us make sure that our materials are appropriate for people with different backgrounds and life experiences.

How is privacy protected?

We respect your right to only disclose things that you choose to. This includes your **identities, experiences, and all of your personal information**.

If you indicate on the application form that you're able and willing to talk about a particular experience or identity, that information will be shared with the project team, and people on the team might ask you questions about that experience or identity in relation to projects that you're working on together. However, you're still in control of what you choose to share, and you're still entitled to privacy—you can always decline to answer a particular question. You can also let us know if you change your mind about what identities and experiences you're willing to talk about.

When you are working on a project, you can choose how you want to be known to the other project members and how you want to be acknowledged: by your full name, by your given name only, by an alias, or anonymously. When we discuss a project with others, we will make sure to only refer to you in the way that you have chosen. In order to pay you for your work by cheque or bank transfer, the META:PHI team will need to know your full name and address. However, if this is a barrier, please let us know so we can discuss other methods of payment.

META:PHI project teams are made up of doctors, nurses, and other care providers. It is possible that someone on a working group has provided or is currently providing care to you. We will always let you know who is involved in the project so that you can decide whether you're comfortable working with that team. Of course, any details regarding your treatment will be kept confidential and will never be shared with committee members. **We will never reveal personal information about you to anyone without your written permission.**

What happens after application?

Once we've gone through your application, we'll set up a time for you to meet and talk with our team. This will allow us to get to know each other a bit more, ask each other questions, and make sure everyone has an opportunity to understand and inform how we would work together. After we've talked, the META:PHI team will review your application again and follow up with you to discuss how to move forward. META:PHI community consultants get added to our consultant list, and we will reach out to you when we have a project that we'd like to ask you to work on. Of course, you can let us know anytime if your interest in being a META:PHI community consultant changes.

For more information

If you'd like to talk about the community consultant role before deciding whether or not you'd like to apply, you can reach out to Sarah Clarke, the META:PHI knowledge broker who works on most of our materials. You can e-mail her at sarah.clarke@wchospital.ca or call her at 647-828-7559.