

## STEERING COMMITTEE

Minutes – Monday, January 25, 2010

11:00am – 12:30pm ET

**Present:** John Gilbert (*Chair*), Louise Nasmith, Bill Lahey, Andrea Burton, Jacquie Lemaire, Ryan Black (with Jacquie Lemaire), Valerie Banfield, Esther Suter, Carole Orchard, Ruby Grymonpre, Alix Arndt

**Regrets:** Rita Karakas, Frederick Montpetit, Lindsay Burke, Hassan Soubhi, Ellen Bull, Ivy Oandasan

Item	Topic and discussion	Action, outcome and time frame
1.0	<p><b>Introduction (John)</b> Review action items and approve minutes from December, 2009 teleconference</p>	Minutes approved
2.0	<p><b>Secretariat Update</b></p> <ul style="list-style-type: none"> <li>• 2.1 Social Media (Andrea/Alix). Hired Sean Cranberry to deal with media platforms which are now in full development. Sean will be attending NAHSSA meeting in March. Minimally priced advertising is also being planned for Facebook. Persons on Twitter and Facebook are not always members which is interesting. Instructional/Tutorial guide is in draft. Copy to be delivered soon for comments. Limited success in attracting blogs. Hopefully this will pick up. Limited time has been mentioned as a factor.</li> <li>• 2.2 KT Framework (Andrea). Process has stalled. Andrea asking for feedback on the way forward. Suggested that the framework should be added to the site as a living document.</li> <li>• 2.3 Partnerships Strategy (Andrea). Has been tested and now awaiting final review. Discussions ongoing with other organizations about how to develop curricula including Health Canada and QWQHC. Will also be looking for other local and global opportunities to establish partnerships.</li> <li>• 2.4 Post 2011 follow up (John). Information has been posted on Basecamp. Appears to be a lack of urgency. CIHC should be working towards this now. Basecamp may not be the best way to facilitate. Suggested that a small face to face group is required to discuss the way forward. Also need to establish what is CIHC's value to anybody who wishes to partner with the organization. Should CIHC</li> </ul>	<p>Spread the news about the CIHC blog to various networks. Invite others to participate.</p> <p>Upload the current KT Framework to the website as a living document.</p>

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	<p>concentrate more on providing consultancy to generate revenue?</p>	
<p>3.0</p>	<p><b>Status of IPE in Cdn Universities, colleges and institutes. Assessment tool</b></p> <ul style="list-style-type: none"> <li>3.1 Review of tool. Tool put together as an assessment tool for public health portion of IPE. Tool was adjusted to not just look like public health. Assessment tool is being distributed to membership of Dalhousie and others. Trying to develop a data sheet of programs that are in place and available. Slightly different from original RFP. Big picture data collection tool. Seen as a first step in trying to develop cohesion between programs.</li> </ul>	
<p>4.0</p>	<p><b>Updates</b></p> <ul style="list-style-type: none"> <li>4.1 NAHSSA update (Lindsay). Lindsay not available</li> <li>4.2 Mainstream progress report (Valerie). Working with individuals setting up basecamps. New collaborative team tools and communication tools and generating discussion around these. Looking to create a toolkit in the future. Searching for some tools to create discussion. Getting used to new technology. Trying to recruit more people into the two working groups. How does CIHC identify who is on these groups? Half page summary might be a good idea to encourage new members.</li> <li>4.3 Curricula (Alix/Carole). Competencies framework is complete and subject to final work and ready for distribution to steering committee, then released within seven days.           <ul style="list-style-type: none"> <li>-Presentation at ATBH, have now been offered a round table discussion.</li> </ul> </li> <li>4.4 Research and Evaluation Progress Report (Esther/Ruby/Hassan) Four different working groups. Overall committee only intends to have teleconferences every three months. Manuscript committee has held two meetings to date. Tools working group. Literature search has been completed. Sixteen hundred abstracts, now focusing on items uploaded.           <ul style="list-style-type: none"> <li>-Multi site working group. Hassan not available. Identifying centers interested in research. Hassan looking at feasibility of funding through CIHR.</li> </ul> </li> </ul>	

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	<p>Conference calls still in discussion stage. Have not fully agreed on methodology and extent of research. Deadline is March 2011.</p> <p>-Canadian Inter-professional Health Research Network. Hossein Khalili is leading group. Originally under leadership of NAHSSA, but will now create two separate agendas. First meeting was December. Hossein has drafted a work plan outlining three stages (formative, evolving and maturing). Needs to find members. All former members have been invited. Next meeting, Jan 28<sup>th</sup>. There was concern that CIHC was not reaching graduate students, hence this approach. Issue is also about how to attract funding.</p> <ul style="list-style-type: none"> <li>• Health Canada (Jacquie). Pursuing a movement towards developing centers of excellence through collaborative learning environments across the Country. Signed a contribution agreement with Atlantic Advisory Committee for Health Human Resources. (AACHHR) and looking to sign more in other provinces. AMSC meeting scheduled. Health Education Taskforce work, presented a final report on policy coherence between education and health. Important to maintain linkages between projects.</li> </ul>	
	<p><b>5.0 Other Business</b></p> <p><i>5.1 Update on the activities of AIHC. Update from John.</i></p> <ul style="list-style-type: none"> <li>• Meetings held by telephone every month. An inaugural meeting is scheduled for March. John has shared some of the public documents with them.</li> </ul>	