

## STEERING COMMITTEE

Minutes - June 24<sup>th</sup> & 25<sup>th</sup> 2007

*Hyatt Regency, Montreal*

**Present:** Hassan Soubhi (Chair), Sue Beardall, Betty Brown, Keith De'Bell, Ruby Grymonpre, Liz Harrison, Steven Hoffman, Jennifer Medves, Grace Mickelson, Judith McFetridge-Durdle, Carole Orchard, Brenda Sawatzky-Girling

**Via Teleconference for Monday Items 2.0 & 3.0:** Esther Suter

**Regrets:** Vernon Curran, John Gilbert

Item	Topic & Decisions	Action & <i>Timeframe</i>
1.0	<i>CIHC Strategy</i>	
	1.1 Scott Reeves Interim Evaluation Report <ul style="list-style-type: none"> <li>▪ Report well written and helpful. Useful complementary contrast between the results of the survey and the qualitative analysis of the interviews.</li> <li>▪ Good response rate for a brand new initiative.</li> <li>▪ Although the term 'receptor community' is used in the original CIHC proposal and logic model, committee prefers a different term that implies more knowledge exchange.</li> <li>▪ CIHC could involve the policy sector more.</li> <li>▪ Committee noted that the national meeting in Nov 06 was widely valued and that the sharing of information face-to-face is important between project leaders. Will remain with 3 regional CIHC meetings instead of a single national meeting as budget will not allow both this fiscal year and regional meetings can more easily facilitate linkages with local stakeholders. Health Canada will plan years 1-5 wind up meeting, possibly fall 2008. Details not known. Purpose of next national meeting could be dissemination of what we've found, gap analysis for future activities.</li> <li>▪ To reinforce communications: Add pictures and brief descriptions of SC members on CIHC's website</li> <li>▪ Develop strategy and criteria to link up with the practice sites that are involved in the 20 IECPCP projects. Based on the research and evaluation</li> </ul>	<p><b>Brenda</b> to provide feedback to Scott.</p> <p><b>All</b> to incorporate these recommendations into CIHC activities (sub-committee and secretariat)</p> <p><b>All</b> to send Brenda photographs for CIHC website</p>

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	<p>subcommittees, CIHC might propose implementing and testing specific promising interventions in selected practice sites.</p>	
	<p>1.2 Year 2 CIHC Budget</p> <ul style="list-style-type: none"> <li>▪ Committee reviewed committed funds to date and allocation of remaining funds. During discussion under 3.0 it was acknowledged that funding should be pursued for proposed items (e.g. journal, e-repository, consultation, partnerships and research meetings), but priority was not assigned.</li> </ul>	
2.0	<p><i>Health Canada IECPCP/HHR Strategy</i></p> <ul style="list-style-type: none"> <li>▪ CIHC's role in advising funding agencies on IECPCP directions; possible mechanism yet to be determined. The role of the NEC on IECPCP is under review. They will likely meet one more time, in the fall of 2007.</li> <li>▪ Large Health Canada program review of last 5 yrs. In August all funded recipients will be contacted to provide input.</li> <li>▪ Years 6-10 are outlined in the <i>Framework for Collaborative Pan Canadian HHR Planning</i> *(draft). Objectives of note include 1.1, 1.7, 2.2, 3.1 (highest rank), 4.4. IECPCP will be embedded within these short, medium and long-term outcomes &amp; many activities will cross all objectives.</li> </ul> <p>Funding:</p> <p>a) \$8 million per year for 5 years – distributed in 5 areas: collaborative learning sites, CIHC/NaHSSA (significantly lower operational funding, some targeted funding), research on specific, priority areas</p> <p>b) \$300,000 total available 07-08, criteria not established, submit 2-page proposals this week</p> <p>c) Infrastructure funds across Canada – to determine how to distribute in a fair and equitable manner</p> <ul style="list-style-type: none"> <li>▪ Sue and/or Bev Ann have conducted 7 Cycle 1 site visits, Laval in Sept, perhaps 1 or 2 in the east; Cycle 2 site visits will be coming up</li> </ul>	



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	<p><i>CIHC Planning for 07-08</i></p> <ul style="list-style-type: none"> <li>▪ Revisit strategic re-alignment</li> <li>▪ Determine priority actions</li> </ul> <ol style="list-style-type: none"> <li>1. Finish up work of sub-committees (varying timetable)</li> <li>2. Clarify and outline roles and responsibilities of CIHC, and what we expect from stakeholders and Health Canada</li> </ol> <p>Indicators of Practice Education Quality in Health Care Organizations: A literature review. April 2007  <a href="http://www.hspscanada.net/docs/quality_indicators/quality_indicators.pdf">http://www.hspscanada.net/docs/quality_indicators/quality_indicators.pdf</a></p> <ol style="list-style-type: none"> <li>3. Implement strategies to link with practice sites (increase awareness, enhance CPCP processes, primary care sites). CIHC partnerships will connect with national umbrella organizations; projects may need assistance making local links. CIHC approach target groups and ask how CIHC can be most helpful. Suggested selection criteria for the practice sites that CIHC would link up with: strong institutional support, local IECPCP champions, primary health care sites.</li> </ol> <ul style="list-style-type: none"> <li>▪ Discuss steps for implementation, secretariat support</li> <li>▪ Meetings: next F2F SC meeting in Minneapolis (see item 6.2) Possibility of attaching a winter 2008 SC meeting with NaHSSA annual conference at UWO (perhaps sometime from Jan-March 2008?)</li> </ul>	
4.0	<p><i>Regional Meetings</i></p> <p>4.1 Focus, themes and outcomes (same across regions):</p> <p>(a) IECPCP in general; e.g.</p> <ul style="list-style-type: none"> <li>▪ sustainability of IPE initiatives</li> <li>▪ how to ensure that a broad range of health providers are included</li> <li>▪ future HC funding</li> </ul> <p>(b) CIHC; e.g.</p> <ul style="list-style-type: none"> <li>▪ the work of the national CIHC – how do a</li> </ul>	

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	<p>disparate collection of projects become a national network/collaborative?</p> <ul style="list-style-type: none"> <li>▪ CIHC sub-committees themes (P, R, E, C, KT)</li> </ul> <p>4.2 Planning specifics (see updated planning table*)</p>	
5.0	<p><i>NaHSSA/Sub-Committee Activities - Focus on integration between NaHSSA/ sub-committee priorities and activities</i></p>	
	<p>5.1 NaHSSA (Steven)</p> <ul style="list-style-type: none"> <li>▪ Implementing activities such as fundraising and chapter development that focuses on mentorship</li> <li>▪ 2008 NaHSSA meeting to be held in London ON</li> <li>▪ Some chapters are interested in liaising with international students with common interests. At UWO, students are connected to those in Rwanda. Int'l student meeting Stockholm June 2008</li> </ul>	
	<p>5.2 Partnerships (Keith, Betty)</p> <ul style="list-style-type: none"> <li>▪ Partnerships framework to be posted</li> <li>▪ CHSRF Theme Officer may assist in the research and analysis of network sustainability plans</li> <li>▪ Plan to connect with priority umbrella organizations (priorities HEAL, CHA, ACAHO) as per workplan</li> </ul> <ol style="list-style-type: none"> <li>1. First task is to insert IPE into key stakeholders' agendas so these groups become familiar with IPE (intro, one-pagers, interactive piece)</li> <li>2. Roundtable meeting (winter 08?) Try to coordinate this in conjunction with an existing meeting.</li> </ol> <ul style="list-style-type: none"> <li>▪ Keith to draft CIHC-WHO letter of agreement and post on site</li> </ul> <p>Next Partnerships Mtg: Aug 15</p>	<p><b>Brenda</b> to post framework</p> <p><b>Brenda</b> to follow up with CHSRF</p> <p><b>Partnerships cmte</b> to make contact</p> <p><b>Keith</b> to draft WHO agreement</p> <p><b>Brenda</b> to post WHO letter</p>
1:30	<p>5.3 Research (Jenny, Hassan)</p> <ul style="list-style-type: none"> <li>▪ Research Cmte survey: Jenny compiling document to summarize changes in research strategy or methods as reported by the projects; Hassan will write up by mid-July</li> </ul>	<p><b>Hassan</b> to forward summary survey document to Brenda <i>by mid July</i></p>

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	<ul style="list-style-type: none"> <li>▪ Scott Reeves scoping review on models available soon. Results of this review will be integrated with those of the survey to identify gaps and develop recommendations for IECPCP research.</li> <li>▪ Presentation to CIHR in Sept (date?) Would like Hassan, Esther, Jenny and John to attend. Focus on “point of care” research. Propose int’l review panel and senior Cdn researchers who won’t apply.</li> <li>▪ Ethics survey: Research cmte has drafted an open letter to the National Council on Ethics in Human Research (<a href="http://www.ncehr-cnerh.org/english/home.php">http://www.ncehr-cnerh.org/english/home.php</a>) (Brenda’s revision attached*). Please review, distribute to IECPCP project colleagues and provide feedback to Research Cmte. CAIPE/UK also looking at ethical issues in IPE.</li> <li>▪ E-journal: will focus on research and strive to be sufficiently different from JIC. Will incorporate student functions. This does not prohibit students from participating in JIC. CIHC e-journal planning committee will be revised and set meetings, possible members include Heather Dean (Manitoba) and librarian from P-CITE. Funding for this project not yet identified. Funding proposal, based on Hassan’s JRIPE proposal, attached for review*</li> </ul> <p>Next Research Mtg: TBD</p>	<p><b>Jenny</b> to liaise with CIHR about meeting date, location and agenda</p> <p><b>All</b> to review draft ethics letter and provide feedback Hassan</p> <p><b>Hassan</b> to identify members of e-journal planning committee and set first meeting</p> <p><b>Brenda</b> to prepare proposal for initial funding for CIHC e-journal and forward to Sue <i>before July 7</i> for consideration of 07-08 funding.</p>
	<p>5.4 Evaluation (Ruby, Judy)</p> <ul style="list-style-type: none"> <li>▪ Eval Cmte survey in progress and will provide data for a baseline report.</li> <li>▪ D’Amour &amp; Oandasan Framework able to rollover definitions (updated with author input) <a href="http://www.ennovativesolution.com/IECPCP/">http://www.ennovativesolution.com/IECPCP/</a>. Proposed project to impose evaluation knowledge (and possibly) other on framework to make it interactive. CIHC should use technology effectively to disseminate research results. Secretariat to get quotes from people who can work with the framework.</li> <li>▪ Note: the D&amp;O framework was designed for the 20 projects, not a testable model in itself. It has value as a knowledge translation vehicle. Post</li> </ul>	<p><b>Brenda</b> to identify tech person to further develop framework.</p> <p><b>Brenda</b> to write introduction, post existing work on site, and implement</p>

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	<p>current framework on CIHC site and invite discussion.</p> <p>Next Evaluation Mtg: July 13</p>	<p>a process for incorporating feedback.</p>
	<p>5.5 Curricula (Carole)</p> <ul style="list-style-type: none"> <li>▪ Projects will be surveyed again this fall</li> <li>▪ e-library project (consisting of the inventory and repository) planning underway, technical experts indicate that there is a large budget range depending on needs. Funding for this project not yet identified. Funding proposal attached, for your review*</li> <li>▪ Competencies report posted on CIHC site – still need to incorporate learnings via the projects (see attached WHO report*) as an addendum.</li> <li>▪ Curricula analysis – being done by Carole. Aim to convert this to a publishable document. Carole to develop and send to the SC in the fall. Sue to coordinate with Carole and student re patient-centred component.</li> </ul> <p>Next Curricula Mtg: TBD</p>	<p><b>Brenda</b> to prepare proposal for initial funding for e-library and forward to Sue <i>before July 7</i> for consideration of 07-08 funding.</p> <p><b>Carole</b> to complete analysis of curricula and forward to Brenda.</p> <p><b>Sue</b> to coordinate with Carole on patient-centred component.</p>
	<p>5.6 Knowledge Translation (Liz, Grace)</p> <ul style="list-style-type: none"> <li>▪ KT Cmte activities since last report: Dissemination Strategy released &amp; posted, working paper on KT posted; policy/KTE paper in progress; rapid response groups; workplan evolution.</li> <li>▪ Review of proposed definition: Knowledge exchange for IPE/CPCP (document circulated during the meeting). Key themes are 1. relationship between stakeholders and 2. breaking down barriers. Comments include: how to include tacit knowledge/experiential evidence; where is patient/family/community; knowledge is a process and a product; leading change is important; team and stakeholders need to be identified; explicitly identify policy makers.</li> <li>▪ Key activities next quarter include: using a common approach via the Secretariat; develop glossary; link with other CIHC activities esp. Partnerships; engage in boundary spanning work; end-user friendly; engage librarians/info</li> </ul>	<p><b>KT Cmte</b> to develop definition further</p>



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	practice sites and primary health care; plan and host 3 regional meetings that focus on sustainability; Years 08+: identify priorities and develop 5 year plan	
	Close	

\* Attachments

- 2.0 Health Canada – A Framework for Collaborative Pan Canadian HHR Planning (Draft for Discussion March 2007) *Information*
- 4.0 CIHC Regional Meetings – Updated Summary *Information*
- 5.3 Research Cmte – Open letter to the National Council on Ethics in Human Research (Draft for Discussion June 2007) *Please comment*  
 Funding Proposal to Health Canada for CIHC e-journal *Please comment asap*
- 5.5 Funding Proposal to Health Canada for CIHC e-library *Please comment asap*  
 WHO Report *Information*
- 7.0 CHIUS bursary guidelines for students (2 documents) *Information*  
 Travel Claim form *Information*