

STEERING COMMITTEE

Teleconference – July 14, 2009

Regrets: Liz, Carole, Grace, Jason, Dennis, Lindsay

Present: John, Andrea, Esther, Keith, Hassan, Louise, Ivy, Ruby, Janet, Joan, Ellen, Alix

Item	Topic & Decisions	Action & Timeframe
1.0	Introductions and review of April 2009 minutes	Minutes accepted, action items completed.
2.0	<p>Secretariat Update</p> <p><i>2.1 Strategic Planning</i></p> <p>No word yet from Health Canada. Janet confirms (later in the call) that there is nothing to announce as of yet.</p> <p>Brenda will serve as a consultant to the Secretariat for a limited number of hours week (no more than 1 day per week). Primarily she will be helping with budgeting issues.</p> <p><i>2.2 Secretariat Transition</i></p> <p>The transition from Brenda to Alix has occurred.</p> <p><i>2.3 Changes to the Steering Committee</i></p> <p>After this call we will be bidding our farewells to Keith, Dennis, Liz and Grace as we change the composition of the Steering Committee to more of a Board of Directors structure. The goals of this new group will be to help realize the goals of the Mainstream work that is going on and help transition to a Board (as noted). Many, many thanks to Dennis, Keith, Liz and Grace for their hard work. We look forward to having them continue on in their committees and look forward to continuing to work with them.</p> <p>New members are currently being discussed and we'll move forward in the hopes of having new members at the September face to face.</p>	<ul style="list-style-type: none"> • Please let Alix know your hotel dates ASAP for September 3-4 face to face. • Please book travel as soon as possible. Feel free to contact Juliet re: booking through North/South travel if you prefer. • If not done, please send your thank you notes for Brenda to Andrea ASAP. • Andrea to send to both Ivy and Esther the lists of people representing their respective provinces. To be done ASAP as Esther and Ivy have some thoughts for inclusion. • Andrea to make the minutes from the mainstream calls available to the Steering Committee as soon as possible. • Review Website for ideas and suggestions in the next 2 weeks. • Have a look at the Library and offer suggestions and ideas on an ongoing basis. • Ellen will ensure

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	<p><i>2.4 Mainstream</i></p> <p>First mainstream calls have occurred. First call, people all across Canada at all different levels. People were very engaged. The second call more college people than practice people. Discussion around how we develop tools and approaches to translate work from academia to the practice world, lobbying decision makers, strengthen ability for colleges to work with universities. Develop a template so that people and projects but don't have time to write them up fill out a template for the library. Next step is that Ellen will send off the notes along with action items, all of them are interested in working on small groups. Will likely set up a Wiki for mainstream folks so they can update information quickly and easily. How to integrate people like care aides, janitors, porters. This is likely to grow as mainstream takes off. People have expressed interest in joining as time has gone on. Developing a poster could be put up in hospitals and staff room that would be something simple inviting people to join. The plan is to initially target a few specific hospitals and sites. Integration between academia, practice and continuing professional development will occur. As these were the first calls, the discussion wasn't on this type of specifics but this is on the radar.</p> <p><i>2.5 Website</i></p> <p>The new site is up and undergoing a Q/A process. Please have a look and let us know if you have ideas/suggestions and changes. Don't hesitate to send us anything you find that's incomplete or broken. It's likely on our fix list, but the extra eyes always help!</p> <p><i>2.6 Library</i></p> <p>We continue to make progress in building the Library collection. We have a ways to go still in populating it but we've come a long way. We're working on marketing and communications and also on back-end procedures, such as updated copyright agreements. Etc. We encourage people to have a look at the Library and let us know what you think!</p>	<p>mainstream participants receive the notes and action items from the calls.</p>

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	<p><i>2.7 Housekeeping items</i> Face to face will be held on September 3-4. Please let Alix know of your hotel dates and begin booking travel. We look forward to seeing you!</p>	
3.0	<p>Updates</p> <p><i>3.1 PKEC general update</i> Some discussion of moving the PKEC from its current structure to smaller work groups. These groups would develop based on need, might be long-term, could be short-term etc. The idea is that this would dovetail with broader CIHC priorities. At the next PKEC (August 21) discussions about this will occur and a broader discussion will occur at the face to face in September.</p> <p><i>3.2 Authorships</i> The first draft of the document is out for usage and testing. We'll spend the next year putting it through its paces. All sub-committee members have now also received the document and understand how it is to be used.</p> <p><i>3.3 NaHSSA Partnerships Strategy</i> Ongoing process. Andrea and Tyler work together on this to create some better structures around this document to ensure that it's a useful and easy strategy for new potential partners. Work is ongoing on this and will continue throughout the summer with NaHSSA input.</p> <p><i>3.4 KE Strategy</i> Basically complete, but a few little things to address and go over. We do need to include comments and suggestions from February. We want to be sure they're carefully included. Andrea will send it out to a few people, Rita Karakas and Dave Clements to see if we've met suggestions. John at WHO last month heard presentation on knowledge networks, we need to be sure that we're capturing the new KE landscape as it's changed. It will be a few months</p>	<ul style="list-style-type: none"> • As anything arises with the Authorship document please send thoughts/comments to Alix who will hold these comments for a future revision of the document. • Andrea to send the KE strategy initially to Rita Karakas and Dave Clements for review. To be done in the next month. • Upon completion of competency document (at a much later stage than we are at now), we need to ensure we have strategy that positions this document within the context of the provincial competencies that are out there.

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	<p>before it goes out the door. Important thing is that it is the right document.</p> <p><i>3.5 Curricula (Competency Framework)</i></p> <p>The first draft document is nearly ready to go. First to the Steering Committee and then to Curricula and PKEC members for review. Keep in mind this is a draft and should be treated as such. The draft comments will be incorporated into a second version of the document, which will go out for further stakeholder consultation and review.</p> <p><i>3.6 Research and Evaluation</i></p> <p>R and E sub-committee has formed 3 working groups, multisite study led by Hassan, evaluation tools broader literature review led by Jana Lait and Linda Weaver and a partnerships group led by Kama. Each of the sub-groups has taken a lead on recruiting members into the group. All meet on a monthly basis. They've begun doing what has been suggested for PKEC and are building working groups. Groups are flexible and adaptable they continue to move ahead.</p> <p><i>3.7 Health Canada</i></p> <p>Nothing new to report. Various reports are in front of Health Canada officials and we'll wait and see!</p> <p><i>3.8 NaHSSA update</i></p> <p>Executive meeting this weekend, lots more to come from them after this. New task forces working well. They did three task forces in March which included chapter development, advocacy task force looking to engage decision makers, student alumni group, will be working with mainstream transition from student to practice. Have just updated communications strategy. This weekend will be a point at which they move forward and make decisions. Other organizations, student led clinics, emerging health care leaders. Clinics happy to come into NaHSSA picture, emerging health care leaders are still working on integration. Working to pull groups under their single umbrella. People mentioned various student organizations that are linking under</p>	

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	<p>NaHSSA. Good alignment in this area! CIHC continues to lend a hand and work with this organization.</p>	
4.0	<p>Interprofessional Education Activities Research project update (phase 2)</p> <p>Phase 1 of the report by Kelly Lackie and Valerie Banfield was circulated to this group in May. High level report looking, key informant interviews with 6 targeted sites. Ruby continuing on with phase 2, moving ahead from this first document. Britt has been working with Kelly and Valerie on extending the report. A phase 2 survey is going on as Ruby and her team build on this initial report. This is an extremely important piece of work and many thanks to Ruby and Britt for taking this forward. Ivy noted that Carole Orchard has done some work in this area that may be helpful as has Jenny Medves (who is going to be interviewed as part of Britt's research).</p>	<ul style="list-style-type: none"> Louise suggested Ruby consider presenting survey results at ATBH V in Sydney. A great idea and something to consider but as Ruby pointed out (in a separate email) we'd need to carefully consider how the information would be presented, who would present (as there are a variety of authors etc.). Suggest we bring this up at the face to face.
5.0	<p>Finally...</p> <p>Western HHR collaborative funding? Second round of funding that will go to the ministries. Western collaborative approached for funding. Nothing official yet. Esther will keep us informed about this. More information on this in September meeting. Janet noted similar activity in Eastern Canada and the two are linked together.</p> <p>Again, a special thanks to Dennis, Keith, Liz and Grace!</p> <p>Enjoy your summer everyone and we look forward to seeing you in September!</p>	<ul style="list-style-type: none"> Esther to keep the group informed on the activities of the Western HHR Collaborative.