



Canadian Interprofessional Health Collaborative  
 Consortium pancanadien pour l'interprofessionnalisme en santé

## CANADIAN INTERPROFESSIONAL HEALTH RESEARCH NETWORK (CIHRN) GROUP – MINUTES

### CIHC RESEARCH & EVALUATION SUBCOMMITTEE

**February 15, 2010 – Teleconference**

**Present:** Hossein Khalili; Susan Tam

**Regrets:** John Riva; Shih-Wei; Jason Nickeerson; Cathy Fournier; Nicholas Beaudoin; Corey Ralph, Jessica Spence;

Item	Topic & Decisions	Action & Timeframe
1.0	Welcome and Introduction	
2.0	<p>CIHRN formation tracking sheet</p> <ul style="list-style-type: none"> <li>• Not many people response re interest in the working group. Susan Tam, Hossein and Shih-Wei show interest to work on the survey. Cathy also shows interest in working on the database. Overall, not sure how many people want to involve. Susan is interested in contributing to Environmental Scan.</li> <li>• Have tracking outlining contributor. Outline the timeline for the completion of the tasks in general. Need to see proposals.</li> <li>• Suggest to send personal email to people if they are interested in contribute to the working group. If they want to contribute we can ask how they want to contribute.</li> </ul> <p>Working Group Membership Rules</p> <ul style="list-style-type: none"> <li>• Do need to set a guideline in terms of Membership. Perhaps we need to create a terms of reference, outlining each member's responsibility, frequency of meeting etc.</li> <li>• Susan will initiate drafting the TOR and have others to look at it. Can discuss further in the next meeting.</li> </ul>	

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3.0	<p><b>Proposal for OHRRN</b></p> <ul style="list-style-type: none"> <li>• Added Susan’s affiliation information and her contribution to the proposal. Hossein will also add Susan’s address.</li> <li>• Total amount proposed is \$25,000.</li> <li>• The executive summary looks good with 500 words.</li> <li>• Project objective look fine. Try to link of as many priorities. Potential challenge is environmental scan.</li> <li>• Budget               <ul style="list-style-type: none"> <li>- Laptop is usually add in for data use if anyone need it for the project;</li> <li>- Travel, the amount may be high but they would understand, especially for airfares and accommodation for a group of people;</li> <li>- Data analysis amount is reasonable;</li> <li>- Administrative time for survey: we are going to submit two surveys, one for IP offices and the Mainstream Project. Hossein will adjustment on this budget item to times 2.</li> <li>- Project Coordinator – estimate 5 hours per week based on one year period. It wouldn’t be all for Hossein, it is for the whole group to share the time. It can be adjust.</li> <li>- CV from the project coordinator – looks fine.</li> </ul> </li> <li>• Hossein will send out the application tomorrow. Send the support letter to the working group as well.</li> </ul>	
4.0	<p><b>Draft Survey and letter</b></p> <ul style="list-style-type: none"> <li>• It looks like it was made mainly for IP offices, because each of the IP offices sometimes has practitioners working in the project, like to get those people’s information. Don’t want to miss anyone. Use Survey Monkey to connect.</li> <li>• Expenses for Survey Monkey should be added on the budget proposal.</li> <li>• How to engage to the IP offices – Hossein will forward contact information to Susan. Susan will start sending email to IP offices.</li> <li>• The survey is referenced and modified from some CIHC group surveys. Hossein will forward those survey samples to Susan for reference.</li> </ul>	



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	<ul style="list-style-type: none"> <li>Health Education people – need names and contact information from this group. How many people involve in their office etc.</li> <li>Susan will make some time to look in more detail on the Survey and send to other people in the working group for comments and feedback.</li> </ul>	
5.0	<p><b>CIHRN Promotion at 6<sup>th</sup> NaHSSA Conference</b></p> <ul style="list-style-type: none"> <li>Hossein will present at the NaHSSA conference.</li> <li>Suggest to leave some material at the table that people can look while waiting. A pamphlet, a card or IP or survey etc. CIHC doesn't have a table there. Ask John Gilbert if CIHC can support. Ask Alix if CIHC can provide some materials.</li> </ul>	
6.0	<p><b>Determine meeting frequency and times</b></p> <ul style="list-style-type: none"> <li>Suggest to set up a monthly regular meeting. Hossein will send out Doodles to find a best suitable time for everyone.</li> </ul>	

**Next Meeting: March 3, 2010 at 5:00-6:00pm EST**