



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

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

### CIHC RESEARCH & EVALUATION SUBCOMMITTEE

March 3, 2010 - Teleconference

**Present:** Hossein Khallil, Susan Tam

**Regrets:** John Riva; Shih-Wei; Jason Nickerson; Cathy Fournier; Nicholas Beaudoin; Corey Ralph

Item	Topic & Decisions	Action & Timeframe
1.0	<u>Welcome and Introduction</u> <u>Review of current agenda</u> <u>Review of previous meeting minutes</u> <ul style="list-style-type: none"> <li>• Minutes adopted</li> </ul>	
2.0	<u>Terms of Reference</u> <ul style="list-style-type: none"> <li>• Added “working group” to title and first sentence</li> <li>• Overview of purpose, vision, membership as contained in document (use of task force, debate re: principle vs. project lead vs. coordinator – will keep as is)</li> <li>• Will use “wg” for working groups</li> <li>• Add: any communication outside of the group must be cc’d to the chair and the lead of the section so all are informed of information moving out or in</li> <li>• Accountability section to be added - members responsible for attending and contributing to CIHRN wg and other responsibilities regarding membership – inactive members may be released after three months</li> <li>• Add: Minutes (and other administrative tasks) to be completed via CIHC (Juliet Ho)</li> </ul>	Susan to edit current terms of reference  Hossein to remain as chair and will coordinate meetings on an ad hoc basis

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3.0	<u>CIHRN Tracking Sheet</u>	
4.0	<p><u>Survey Development and Dissemination</u></p> <ul style="list-style-type: none"> <li>• Currently mainstream project has own researchers, and receives funding from CIHC</li> <li>• Will send modified survey to researchers</li> </ul> <p>Modifications;</p> <ul style="list-style-type: none"> <li>• On second page, question 10 – would you be willing to make materials available to CIHC library <i>change</i> to siren database</li> <li>• Noted a potential copyright issue – survey is similar to CIHC survey</li> <li>• IP office survey – page two, question eight adapted from previous CIHC survey – delete,</li> <li>• change question 6 and 7 (contact info, IP office, title of curricula, key focus)</li> <li>• question 4 – change with 3 - Ask about level and type of curriculum (describing their curriculum)</li> <li>• Delete target audience</li> <li>• Delete question eight</li> <li>• Question 10 – a and b (include curriculum material and availability)</li> <li>• Question 11 – patient/family/community involvement – could this information be added to last question? (i.e. things we've missed)</li> <li>• Ask what competencies researchers are using in their work?</li> <li>• Question 14 repeating 13, delete – delete 15 &amp;16</li> <li>• Delete section four question 19 &amp; 20</li> </ul>	<p>Hossein to contact chairs of mainstream project after NaHASSA conference to retrieve more information</p> <p>Hossein will consult with the chair of the "other" survey</p> <p>Susan will modify survey for relevancy and length</p> <p>Surveys to be distributed AFTER NaHASSA conference – will send out draft to receive comments and suggestions prior to survey distribution</p>

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5.0	<p><b>NaHASSA Conference Promotion</b></p> <ul style="list-style-type: none"> <li>Hossein in contact with Alix – to reimburse \$200 (colour printing, cards, promotion, etc.)</li> <li>Discussion regarding promotion. Decision to create a fact sheet over a pamphlet for distribution</li> <li>Last page – include contact information – request delegates return this information and indicate their willingness to be contacted; will then send them an electronic copy</li> </ul>	<p>Fact Sheet to be created by Wednesday, including graphics, contact information, black and white on coloured paper, or coloured ink on black and white</p> <p>Hossein to take the lead on this project – will complete and send draft to group Sunday night</p> <p>Susan will check to see if it will be included with package or displayed on tables – package is preferable – otherwise in a variety of places to increase visibility</p> <p>All to promote verbally – Hossein to ask Dr. Gilbert to briefly mention handout</p> <p>Hossein to schedule 15-30 minute meeting with Dr. Gilbert</p>
6.0	<p><b>Environment Scan</b></p> <p>Hossein has researched and found a good article to share</p>	<p>Hossein to share article with group (Kathy and John) –</p> <p>Hossein to contact John to contribute to this area</p>

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7.0	<p><b>Other Business:</b></p> <p><b>Previous Members Departure</b></p> <ul style="list-style-type: none"> <li>• Jessica unable to be a part of group at this time</li> </ul> <p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Database</li> <li>• Pace of working group? Currently a good pace – survey implementation will take some work to summarize</li> <li>• If grant is received, funds could go towards an RA to tabulate survey responses</li> <li>• By March 15, will know result of proposal</li> </ul> <p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• To be determined</li> </ul>	<p>Hossein to set date of next meeting</p>