

STEERING COMMITTEE

Tuesday, August 28th 2007

Present: John Gilbert (Chair), Sue Beardall, Betty Brown, Vernon Curran, Ruby Grymonpre, Liz Harrison, Steven Hoffman, Jennifer Medves, Grace Mickelson, Carole Orchard, Brenda Sawatzky-Girling, Esther Suter

Regrets: Keith De'Bell, Hassan Soubhi

Item	Topic & Decisions	Action & Timeframe
1.0	Introduction	
2.0	Sub-committee/other updates	
	<p><i>2.1 NaHSSA (Steven)</i></p> <ul style="list-style-type: none"> ▪ Mid-year Board of Directors meeting in Aug. Renewed focus on executives linking with local chapters to build a more cohesive association and put the chapters at the centre. ▪ Planning student component of Minneapolis meeting with CLARION group in US. NaHSSA is helping to spearhead 2 sessions: opening plenary session about student leadership in IPE; student session – small group discussion on how students can move forward in their own institutions. Aim to generate renewed interest in Canada and some interest in the US. ▪ NaHSSA annual conference London Jan 19-20 2008. Actual conference on the Saturday. General meetings on Sunday. If any SC members are interested in attending the NaHSSA conference on Sat please let Steven know. A publicity cmtte will send posters to all chapters and other universities/colleges soon. 	<p>All to advise Steven if they are able to attend the NaHSSA meeting on Sat Jan 19 (note SC Meeting Jan 20-21 in London)</p>
	<p><i>2.2 Curricula (Carole, Vernon)</i></p> <ul style="list-style-type: none"> ▪ Updating <i>curricula survey</i>, will circulate to projects in late Sept. Goal is to update info already collected about the curricular components of the projects & then make this information available later in the fall. Noted disparity between outline in project proposals and what has been implemented. John posed: could we use this survey in UK and Australia? What do those people want, and are we producing it? ▪ Summary of IPE competencies paper online. Will be updated. 	

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	<ul style="list-style-type: none"> ▪ <i>e-library</i> – central location for all of the projects' resources. Questions: <ol style="list-style-type: none"> 1. what would go into the library? It could include various curricula (e.g. workshops, modules) developed by projects, articles written by research itself. Funding source(s) not discussed. 2. Access and costs related to the CIHC e-library? Carole referred to the Institute approach whereby people would have a membership login. Any educational institution in Canada would have a membership; another option is that members would pay a small fee to cover administration fees. Carole says some monitoring of database necessary to ensure materials are being used as intended etc. Sue notes that CIHC must be aware of what the policies are within Health Canada regarding charging fees for materials developed from Health Canada dollars. Sue and Zelia to research this and advise CIHC. Other examples include the HIV clearing house developed through Health Canada funding. <p>John has earmarked as a major discussion item for Minneapolis meeting as the e-library is a major function of CIHC.</p> ▪ <i>Curricular models project</i> – Carole is extracting from D'Amour & Oandasan model – in progress 	<p>Sue and Zelia to research Health Canada policies and guidelines on cost recovery of materials developed with Health Canada funds, and advise CIHC.</p>
	<p><i>2.3 Evaluation (Ruby)</i></p> <ul style="list-style-type: none"> ▪ Evaluation cmte continues to meet on a monthly basis. Judy McFetridge-Durdle resigned from CIHC and Eval Co-Chair, awaiting announcement of new co-chair. <p>Survey of 20 projects' evaluation instruments and frameworks in progress. Builds on what Colla MacDonald looked at in conjunction with the CIHC Research Workshop (Nov 06). 16/20 projects have responded. Phase 1 is the CAB/Minneapolis presentation, which will show one sequence. Phase 2 follow-up can include the remaining 4 projects plus any updates from all projects.</p> <p>Next step is for an IT person to map the evaluation tools onto the D'Amour & Oandasan framework. Budget from CIHC is \$10,000 for this work.</p> <ul style="list-style-type: none"> ▪ Not gathering any instruments at this time. May eventually be part of the e-library. 	

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	<ul style="list-style-type: none"> ▪ Planning for 07-08. CIHC Evaluation Cmte would like to get together and write a report, look at gaps in evaluation and good practices. 	
	<p><i>2.4 Partnerships (Betty)</i></p> <ul style="list-style-type: none"> ▪ Aug 15 meeting resulted in the formation of 2 subgroups (currently waiting for volunteers) <ul style="list-style-type: none"> ○ - clear statements of benefits ○ - sustainability models ▪ Introduction packages will be sent in Aug & Sept to many organizations throughout Canada ▪ Letters of affiliation/partnership to WHO and CAIPE ▪ Practice Makes Perfect Conference (Nov 4-7, Vancouver) Partnership cmte members have discussed an informal CIHC get-together at the PMP Conference. Can circulate invitation/details through CIHC sub-committees and project managers. ▪ Possible co-teleconference of KT and Partnerships cmtes in the fall ▪ Sustainability: What will happen to the 20 projects' resources at the end of March/June? Not sure at this point. 	<p>Brenda to follow up on planning an informal CIHC gathering at the PMP Conference</p>
	<p><i>2.5 Knowledge Translation (Liz, Grace)</i></p> <ul style="list-style-type: none"> ▪ Definition: <i>Knowledge Exchange for Interprofessional Education and Collaborative Patient-Centred Practice*</i> – final version approved by KT Cmte, will be the base for the KT Framework (attached). ▪ Framework development: base framework available within 2 months, focusing on communicating with projects and partners. ▪ KT Cmte clarifying librarian's role in CIHC and developing a list of interested librarians. Brenda to link with Cdn Health Science Librarians Association http://www.chla-absc.ca/?q=en Liz developing a reference database, various partners have different access to materials. ▪ Brenda and Liz presented to the <i>Western and Northern HHR Forum</i> Aug 24. The Forum posed very specific policy questions: how can CIHC's work inform their decision making? CIHC KTE goals moving beyond awareness to link with key partners and 	<p>Brenda to format and post definition on website</p> <p>All to provide names of interested librarians to Brenda</p> <p>Brenda to open dialogue with Cdn Health Science Librarians Association.</p>

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	<p>identify what info has relevance to them.</p> <ul style="list-style-type: none"> CHSRF has sponsored a Network Sustainability meeting Oct 3-4, Grace and Brenda to attend. In future, CHSRF may create a network of rapid responders. Is CIHC able to respond to policy questions related to IECPCP? What resources/costs are involved? 	<p>Brenda and Grace to provide update at Minneapolis meeting</p>
	<p><i>2.6 Research (Jenny, Esther)</i></p> <ul style="list-style-type: none"> Research Cmte preparing a Letter of Intent for CIHR Team Grant Nov 2007; \$300,000 per year. Focus is expanding on communities of practice concept and linking to education. Issued invitation to participate in this letter of intent. Even if letter is not accepted, it is a first application to CIHR (particular focus on IHSPR). Ruby suggested the Evaluation Cmte might pursue. CIHR will only fund one project in this area. Circulate letter prior to submitting. CIHR Roundtable – special competition Research co-chairs have submitted a request for meeting (tentatively Sept). Developing slides that outline that IECPCP is a very unique kind of research; describe the Research Cmte synthesis report and identify gaps; review lit search. Goal is to encourage CIHR to create a special competition. Sue mentioned that <i>Listening for Direction III: A National Consultation on Health Services and Policy Issues (2007)</i> http://www.cihr-irsc.gc.ca/e/20461.html reflects a keen understanding & option to raise profile of IECPCP – refer to this document in proposals. E-journal – Hassan will likely have a first Planning Cmte meeting in Sept. News item about upcoming CIHC e-journal has been posted on CIHC site. Ethics letter – several SC members emailed Brenda to confirm letter was appropriate. Brenda to follow up with Hassan regarding recipients of the letter. Esther informed about the following conference: <i>Protecting People While Increasing Knowledge: Ethics in Health Research, Evaluation and Quality Improvement Conference, Alberta Research Ethics Community Consensus Initiative (ARECCI), Calgary, Alberta, May 4-6, 2008.</i> http://www.arecci.com/ 	<p>All to provide Esther with info whether they would like to join in on team grant by <i>Sept 7</i>.</p> <p>Esther to share draft CIHR Letter of Intent with SC prior to submitting.</p> <p>Brenda to coordinate sending ethics letter</p>

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	<p><i>2.7 Health Canada (Sue)</i></p> <ul style="list-style-type: none"> ▪ Health Canada Evaluation Survey went out last week, it is the end of requests for information specific to Treasury Board. IECPCP has more info than the other initiatives. Sue is preparing proposal/submission for funds years 6-10 – Feb submitted/March final approval. ▪ Future activities – further consultation activities with key stakeholders; e.g. collaborative learning sites. ▪ Enette Pauze contracted to contact all IECPCP projects to get a sense of the policy gaps and ways that IE has moved forward. Hope to synthesize and make available as a presentation in Minneapolis/Oct. Will identify further steps in policy directions. ▪ Possible funding (June call for proposals) was withdrawn. Sue now has less than \$50,000 and hasn't determined allocation. Will review proposals and keep us informed. <p>Questions for Sue:</p> <p><i>Ruby: cycle 1 project finishes March 2008. Stockholm meeting in June 2008. Can cycle 1 funds extend to cover people presenting at Stockholm meeting? Sue unsure. Health Canada to provide direction. Cycle 2 will be able to use their funding as it ends June 2008.</i></p> <p><i>John: National Expert Committee update – last meeting was Nov 0? Replaced by new Health Canada Health Education Committee (some members of NEC will sit on this new cmte). John cautions not to dilute IE message within all the things going on in health education. Very easy to focus on other things and lose impetus.</i></p>	<p>Sue to investigate travel to June 2008 Stockholm meeting. Extend? Other opportunities?</p>
3.0	<p>Regional Meeting Update</p> <p>CIHC West: Sept 17-18, Calgary (<i>Esther</i>)</p> <p>Preparations are going well. Co-hosted by the Alberta Health Research Network and the CIHC. Not sure whether Assistant Deputies can attend.</p> <p>CIHC Ontario: Nov 16, University of Toronto (<i>Jenny</i>)</p> <p>Focused on making sure that Ontario projects maintain good relationship with ministry of training, universities and colleges. Concentrate on sharing info between 7 projects, what projects want to market, and sustainability. Official invitation has not yet gone out.</p>	

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	<p>Sue is invited.</p> <p>CIHC East: had a teleconference in Spring. Will regroup in mid-Sept.</p>	
4.0	<p>Strategic Planning 08-09+ (John)</p> <ul style="list-style-type: none"> ▪ Will come forward to Minneapolis ▪ Approx \$300,000 from Health Canada for CIHC in future years. John suggests accepting full amount in 08-09. Principles and structures to be discussed in Minneapolis. Potential structure 08-09: propose Society Act to optimize the amount reaching CIHC. ▪ Steering Committee members - need to create a recruitment process and list of potential SC members. ▪ Post March 09. May 2009 CAB meeting in Halifax may be the official launch of CIHC as a national organization. Partnerships/KTE working on aspects of this. Dates and structure to be confirmed. 	<p>Brenda to add strategic planning as a key feature of Minneapolis SC agenda</p>
5.0	<p>Next Meeting: Oct 23rd – Minneapolis</p> <p>Agenda items as noted in minutes.</p>	
6.0	<p>Other Business</p> <ul style="list-style-type: none"> ▪ InterEd website as been updated http://www.interedhealth.org/. Application fee of \$50 to join InterED. ▪ WHO Study Group is going ahead, thanks to Steven Hoffman. Executive report to be complete in May 2008. ▪ See Ontario's Interprofessional Care: A Blueprint for Action in Ontario (July 2007) ▪ University of South Carolina – 3rd major university in USA to develop IPE program (others are Minnesota and Washington) 	

* Attachments:

Definition: Knowledge Exchange for Interprofessional Education and Collaborative Patient-Centred Practice