

STEERING COMMITTEE

Minutes - February 12th 2007

Sheraton Wall Centre, Vancouver

Present: John Gilbert (Chair), Sue Beardall, Betty Brown, Keith De'Bell, Ruby Grymonpre, Liz Harrison, Jennifer Medves, Grace Mickelson, Judith McFetridge-Durdle, Carole Orchard, Enette Pauze, Brenda Sawatzky-Girling, Hassan Soubhi, Esther Suter

Via Teleconference for Item 1.5: Vernon Curran

Guests: Andrea Burton, Susanna Gilbert

Item	Topic & Decisions	Action & Timeframe
1.0	<i>1.0 Introduction & Committee/Representative Reports</i>	
	<p>1.1 Partnerships</p> <p>Terms of Reference approved.</p> <p>Practice Settings identified as priority. Essential to reach CEOs; key issues of this groups are wait times, recruitment and retention.</p> <p>Reviewed partnerships framework (draft). Sue would like to see links with complementary project partners (e.g. accreditation, liability, legislation, clinical placements).</p> <p>John put forth CAIPE statement* on the definition and principles of interprofessional education (August 2006) and asked Partnerships Cmte to review. CIHC interprets the term "profession" very broadly.</p> <p>In future, will contact CCHSE, ACAHO but are not ready yet.</p>	<p>Brenda to post Terms of Reference on CIHC website.</p> <p>Partnerships cmte to revise framework and consider CAIPE statement (Brenda to add to Feb 14 agenda).</p>
	<p>1.2 CIHC – Healthy Workplace Initiative Linkages</p> <p>Please review: Quality Worklife Quality Healthcare Collaborative http://www2.cchsa.ca/QWQHC/workspace.aspx</p> <p>Can CIHC carry IP items identified in their action strategy forward? This would add value to other partners.</p>	<p>Keith and Betty to maintain linkage with Melissa Barton.</p>
	<p>1.3 Research</p> <p>Terms of Reference and workplan approved.</p> <p>Work underway:</p> <ul style="list-style-type: none"> Proposal to Health Canada for additional year 1 funding – analysis of project proposals to extract data on research activities. Need to focus on process research. In order to facilitate this, Brenda to request project proposals, supplementary materials and ethics submissions from each project manager. Jenny will send out 	<p>Brenda to post Terms of Reference on CIHC website.</p> <p>Brenda to request project proposals, supplementary materials and ethics submissions from each project manager asap.</p>

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	<p>templates that focus on the research component, since there is a wide array of projects. Since IPC research is complex, the end result will be recommendations on how to deal with complex interventions.</p> <ul style="list-style-type: none"> • Scott Reeves contracted to do a scoping review of educational and organizational theories in the business and education literature that may apply to IPC. • Two sub-committee members are investigating the issues related to ethics review in IPC research (what is excluded from review according to the Tri-Council Policy Statement, multi-site approval, team versus individual). Will draft a policy statement for submission to the Tri-Council. <p>John requested that all sub-cmte leads submit a proposal to present at the Minneapolis meeting on IPC research (submission deadline Apr30.07). Important to present IPC research to a wide variety of academics: are we on the right track? We must all talk about opportunities for presentations and publications to encourage people to share. This should be a standing sub-committee agenda item: identify opportunities to present and collaborate. John requested cmte read Clark's Dec 06 article in Journal of IPCare (reference below).</p> <p>Sensitivity about publications is being addressed in Dissemination Strategy.</p> <p>Continued liaison with Evaluation Cmte to prevent overlaps.</p> <p>In future, will contract granting agencies, but are not ready yet.</p>	<p>All to ensure that their own project's material is submitted to Brenda.</p> <p>All to submit presentations on IECPCP research to Minneapolis meeting before April 30, and other conferences where possible.</p> <p>All cmte leads to add publications as a standing sub-cmte meeting agenda item.</p>
	<p>1.4 Evaluation</p> <p>Terms of Reference approved.</p> <p>First focus is to catalogue methodologies, frameworks, tools. Will involve students and external stakeholders.</p> <p>The target audience for evaluation (as opposed to research) are our colleagues in industry/practice setting. Consider publishing in Healthcare Papers. http://www.longwoods.com/home.php?cat=250</p> <p>Work underway:</p> <ul style="list-style-type: none"> • Proposal to Health Canada for additional year 1 funding – Colla MacDonald and 2 PhD students contracted to comprehensive review of the 20 Health Canada-funded IECPCP project proposals to determine the theoretical or conceptual frameworks and the evaluation strategies pinned to these frameworks, map this to the Oandasan/D'Amour framework, and Analyze the data and matrix and attempt to identify 'good' practices enabling identification of gaps to inform future evaluation of IECPCP and research. A meeting 	<p>Brenda to post Terms of Reference on CIHC website.</p>

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	<p>with consultant/students etc will consolidate review. Linkages with research committee ongoing.</p> <p>John noted that we are currently in the “deconstruction phase” – the “reconstruction phase” is about one year away.</p>	
	<p>1.5 Curricula</p> <p>Terms of Reference approved.</p> <p>Carole and Vernon have identified a schematic to identify overlap between the four curricula working groups.</p> <p>Identified priorities:</p> <ul style="list-style-type: none"> • IP Competencies – Proposal to Health Canada for additional year 1 funding –review projects for identification of IP Competencies (reviewing proposals would provide limited results because competencies have been developed post-proposal); update literature search in this area. RefWorks (via the In-BC website may be helpful) http://www.refworks.com/refshare/?site=02705114120000000/R/WWS2A265556/050881149012650000 • Curricula Inventory to provide a starting point to a searchable e-inventory, complete detailed listing and description including curricular approach, theories, philosophies, methods, topics, subject matter. • Inventory will lead to a curricula repository of materials supplied by those willing to share – propose a business model to sustain <p>Discussion about curricula committee role and CIHC role in responding to funding proposals regarding IECPCP research and development. CIHC is not a research funder and cannot provide peer review. John to respond to Colla MacDonald and Health Canada.</p>	<p>Brenda to post Terms of Reference on CIHC website.</p> <p>John to draft letter regarding role of CIHC regarding research proposals and funding.</p>
	<p>1.6 Knowledge Translation</p> <p>Terms of Reference approved.</p> <p>Early on in the development of a KTE framework, expected in June 2007. Approach is to maximize the work of others and to share information – open access. To date, KT priorities have been communications and developing the dissemination strategy. Other committees to identify what type of products CIHC should deliver. The Partnerships Cmte framework will influence the KT strategy. Esther to forward the Calgary project’s knowledge management framework to Brenda*.</p>	<p>Brenda to post Terms of Reference on CIHC website.</p>

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	<p>Work Underway:</p> <ul style="list-style-type: none"> • Dissemination Strategy (see 1.7) • Identify a series of rapid response groups to review publications, key messages etc. The Evaluation Committee will pull the KT piece out of their proposal review and provide this to the KT Cmte. • Proposal to Health Canada for additional year 1 funding – Enette Pauze to do a policy practicum with a narrow focus related to KTE and IECPCP <p>Liz reiterated that the KT Sub-Cmte looks to the other committees (particularly research, evaluation and curricula) to identify the facts and tools.</p> <p>The area of knowledge management – intellectual property – requires input. Carole identified the UWO spreadsheet approach for authorship that has worked well with that project because people choose a focal point for publication. Brenda to contact Carol Forchuk.</p> <p>Jennifer to forward KM framework* to Brenda.</p> <p>Sue needs to have tools to assist with her presentations and meetings with policymakers at the national and provincial levels. Brenda to work develop these in conjunction with Andrea and the KT Committee.</p>	<p>Brenda to request info about UWO KM approach.</p> <p>Brenda to develop CIHC communications tools in conjunction with Andrea and the KT Committee – before March 1st.</p>
	<p>1.7 Dissemination Strategy</p> <p>Andrea Burton reviewed the Dissemination Strategy (DS) – draft for consultation (slides attached*). Efforts will continue to ensure that this strategy includes engagement and exchange so it is not all “push”. Please send all comments to Andrea.</p> <p>Significant points of discussion on the strategy include: need to focus on the benefits; identify the key dissemination strategies to lead to sustainability of CIHC; create opportunities for the projects to collect their data and findings in a different way, consider modifying the quarterly reporting templates to Health Canada.</p> <p>CIHC’s first newsletter reviewed. This newsletter will be translated and a bilingual version will be released. Ideas for future newsletters include: regular sections like patient voice; student voice; “what’s the evidence?”; regular updates of CIHC member publications re IECPCP.</p> <p>Newsletter will be emailed to CIHC members with a contest to name the CIHC newsletter and win a \$25 Chapters certificate.</p>	<p>Andrea to incorporate feedback into Dissemination Strategy. All to review and comment!</p> <p>Brenda to put DS on April 12th SC agenda for final approval (with the understanding that this document will evolve over time).</p> <p>Brenda to have entire newsletter translated, post on website, send out e-announcement to CIHC listserv – by end of Feb.</p>

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	<p>1.8 NaHSSA</p> <p>Enette Pauze requested that the committee review the draft NaHSSA Strategic Plan (sent previously by Steven Hoffman) and provide feedback to Steven.</p> <p>Proposal to build capacity for future IECPCP researchers by connect students working in this area. Enette has volunteered to lead such an initiative for graduate student researchers. It was suggested that Enette should include this idea in the NaHSSA Strategic Plan.</p>	<p>All to review NaHSSA Strategic Plan.</p>
	<p>1.9 Health Canada</p> <p>Sue updated the Steering Cmte on the status of the IECPCP complementary projects. Health Canada may fund part of a CCHSE leadership network with core competencies around leadership – not focusing specifically on IPC. Early results from the liability project indicate that the liability issues related to collaborative practice are not as onerous as many people think. Report due in early April. Review CMPA document (attached*). ARMC is developing a proposal to review guidelines/principles of IPC in accreditation.</p> <p>Health Canada's Health Human Resources Strategy, years 6-10 will be funded, priorities should be identified by June 2007. Pan-Canadian HHR wrap up meeting scheduled for spring 2008.</p> <p>Site Visit Update – Sue and Bev Ann Murray have visited two sites thus far, Manitoba (cycle 1 project) and Toronto. Site Visit Framework attached*. Health Canada asks each site to identify the top 2-3 key learnings from each of the 7 domains as identified on the site visit framework, and to share these key learnings with CIHC. Steering Cmte agreed it would not be onerous to provide this information to CIHC and post it on the CIHC website. Next site visit is March 1-2 2007 at the In-BC project.</p> <p>Evaluation Plan Update – Development of the Health Canada IECPCP Evaluation Plan still in progress.</p>	<p>Sue to provide Site Visit Framework and summary of Manitoba and Toronto "key learnings reports" to Brenda before March 1st.</p>
2.0	<p><i>2.0 Building to a pan-Canadian organization for IPE: Implementation for sustainability</i></p> <p>Additional CIHC funding post-March 2008 a possibility, contingent on the year 6-10 HHR strategy and how clearly the benefits of IECPCP and CIHC are demonstrated. Could be considered a phase-in period for a sustainable national organization.</p>	
	<p>2.1 CIHC Workplan</p> <p>Integration of CIHC components: sub-committees, NaHSSA, Health Canada</p>	<p>Brenda to update CIHC workplan for Yr1/Q4 report (due</p>

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	<p>CIHC workplan reviewed. Steering Cmte generally ok with the original document and progress to date. Brenda to revise and justify several dates and indicators of success to reflect progress to date.</p> <p>CIHC Contribution Agreement Budget Amendments</p> <p>06/07 – Sub-committee additions to allocated \$2,500 per committee, totalling <\$40,000 – Brenda to submit asap</p> <p>07/08 – To include unanticipated amounts for Collaborating Across Borders meeting (Oct Minneapolis; perhaps to fund student attendance); more French translation.</p>	<p>Apr 30.07).</p> <p>Sub-Committee Leads to finalize proposals, Brenda to submit amendments asap.</p>
	<p>2.2 CIHC Meetings</p> <p>Regional Meetings – concept supported. CIHC regions:</p> <ol style="list-style-type: none"> 1. Atlantic Canada & Quebec; 2. Ontario (possibly to include northern territories); 3. Western Canada (Manitoba, Saskatchewan, Alberta, BC). <p>Steering Cmte members to survey which date(s) will work for their region. Suggested months were June and September. Steering Cmte to consider role of videoconferencing in engaging stakeholders, particularly those in the practice setting.</p> <p>SC Teleconferences:</p> <p>Thursday April 12, 12-1:30pm EST</p> <p>There will not be any meetings in June and July.</p> <p>September meeting TBD.</p> <p>SC Face-to-Face Meetings:</p> <p>Sunday June 24, Monday June 25 2007. <i>Note: meeting location will be Montreal.</i></p> <p>Possibly Oct 22-23 2007, prior to Collaborating Across Borders, Minneapolis</p>	<p>All to survey which date(s) will work for their region for a regional meeting.</p> <p>All to note meeting dates.</p>
	<p>2.3 CIHC Publications</p> <ol style="list-style-type: none"> 1. Research Workshop report reviewed. Executive Summary will be translated, and report will be released week of Feb 19. <p>Specific letters of introduction be written by John to accompany the report:</p>	<p>Brenda to have portions of document translated, post on website, send out e-announcement to CIHC listserv, hard copies printed and</p>

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	<p>Ian Graham, Vice President, Knowledge Translation, CIHR</p> <p>Dr. Colleen Flood, Institute of Health Services and Policy Research, CIHR</p> <p>Ellen Melis, Acting Assistant Director, Partnerships and Knowledge Translation IHSPR/IPPH/CIHR</p> <p>Dr. John Frank, Institute of Population and Public Health/CIHR</p> <p>Dr. Anne Martin-Matthews, Scientific Director, Institute of Aging/CIHR</p> <p>Susan Law, Director, Research Programs, CHSRF</p> <p>Marc Fonda, Strategic Programs and Joint Initiatives Acting Director, Social Sciences and Humanities Research Council</p> <p>2. The CIHC website will list all CIHC member publications related to IECPCP. Brenda to ask project managers to forward these to CIHC as they are published.</p>	<p>mailed with letter of introduction to identified list – by end of Feb.</p>
	<p>2.4 Steering Committee Meetings March-Oct 07</p> <p>Discussed under 2.2</p>	
3.0	<p><i>3.0 Emerging Discussion</i></p> <p>1. <i>Discussion around terminology used in IECPCP and CIHC.</i> Betty would like the term “profession” to cover college-based non-regulated health providers. Agreed that term profession to have a very broad interpretation. Partnerships cmte to consider.</p> <p>2. <i>French speaking CIHC members and stakeholders.</i> Hassan identified that limited CIHC materials in French is a barrier. Health Canada to consider budget amendment for 2007-08 to allow more translation of CIHC materials.</p>	<p>Partnerships cmte to consider terminology used around CIHC partnerships framework at Feb 14 meeting.</p> <p>Brenda to allocate more funding towards translation for Year 2.</p>

Resources

*Attachments:

- CAIPE Statement on the Definition and Principles of IPE
- CMPA Collaborative Care: A Medical Liability Perspective
- Andrea Burton slides
- Health Canada's IECPCP Site Visit Framework
- Calgary Health Region Project Knowledge Management Framework

- Quipped Project Knowledge Management Framework
- Travel Claim form

References

- John would like everyone to review: Clark, P.G. What would a theory of interprofessional education look like? Some suggestions for developing a theoretical framework for teamwork training. *J. Interprofessional Care*. December 2006. 20, 6, 577-590.