

STEERING COMMITTEE

Minutes – October 23rd 2007

University of Minnesota

Present: John Gilbert (*Chair*), Sue Beardall, Betty Brown, Andrea Burton, Ruby Grymonpre, Alex Harris, Jennifer Medves, Grace Mickelson, Anne Murray, Carole Orchard, Brenda Sawatzky-Girling, Dennis Sharpe, Esther Suter

Regrets: Keith De'Bell, Liz Harrison, Hassan Soubhi

Time	Topic & Decisions	Action & Timeframe
1.0	Introduction	
2.0	<p>Updates – current year activities</p> <p><i>2.1 Secretariat</i></p> <ul style="list-style-type: none"> ▪ Budget Review: Reviewed spending April 1-to date. Secretariat functions will be reduced in the 4th quarter. Reviewed overview of CIHC human resource functions and interactions. Need to estimate in-kind contributions to CIHC. ▪ CHSRF Networks Roundtable, Ottawa: Grace and Brenda attended meeting Oct 3-4. Many potential opportunities for overlap and collaboration with other national networks, particularly QWQHC and CHLnet. ▪ Outstanding/future projects <p><i>e-library:</i> First planning cmte meeting held Oct 5. Robert Luke (U of T) to take project lead and develop detailed workplan. Sue can likely allocate \$65,000 to get e-library up and running by Mar 31 2008 (sole source contract). Research, evaluation and KT/Pships cmtes to nominate 1 rep to be on e-library planning cmte.</p> <p>Potential for e-library to gain long-term stability as a common resource with complementary initiatives (e.g. CHSRF programs of research, QWQHC) to reach a large number of stakeholders. John to discuss with Mylene Dault.</p> <p><i>e-journal:</i> Hassan to set up first planning cmte teleconference. No identified funding source at this time. Carole met with Klick Communications Inc. who may be interested in providing some funding. www.klick.com</p> <p><i>CIHC website:</i> new website with content management system will be launched, with CIHC press release, sometime in November. Brenda to make changes to test site based on Committee's recommendations (patient-media terminology, last updated on each page, remove Cancer Care poster, upload 3 CASN documents, create a FAQ/other resources page, add what's new section, change taupe banner, increase the diversity of photos to reflect regional, geographical and</p>	<p>All SC Members to outline in-kind contributions as per attached template <i>by March 1, 2008.</i> *</p> <p>Research, evaluation and KT/Pships cmtes to nominate 1 rep to be on e-library planning cmte <i>for next meeting.</i></p> <p>John to discuss e-library project with Mylene.</p> <p>Hassan to set first e-journal planning teleconference</p> <p>Brenda to implement changes to new website.</p>

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	<p>continuum of care diversity).</p> <p>After note: Jenny requested adding a CIHC Ontario page.</p> <p><i>2.2 Regional Meetings</i></p> <ul style="list-style-type: none"> ▪ Western – Sept 17-18 (<i>proceedings posted on CIHC website</i>): Increased awareness of link between IPE and HHR crisis. Meeting report finalized within next 2 wks. ▪ Ontario – Nov 16: Ontario IEIF infrastructure money to help universities, colleges and health agencies connect. Minister of Health will receive an official invitation. Media involvement to be finalized. ▪ Eastern – Possibly Jan 29, 30 or 31: Date, meeting focus and invitation list TBD. Ideas: Contact Atlantic HHR Planning Forum and Health Education Working Groups representatives. Brenda to connect with Anne Godden-Webster and Susan Mansour (CAB 2009 conference chairs). Invite KT-research funders to meeting <p><i>2.3 Curricula</i></p> <p>CIHC policy on copyright of IECPCP resources tied to larger authorship guidelines, CIHC to outline rationale for copyright. Council of Ontario Universities policy is copyright is held by project, COU acknowledges author. All to look at intellectual property guidelines in universities. Anticipated issues are: updates to curriculum may be challenging when the project ends and the group is not available; if the original author is not available; issues of quality if work hasn't been evaluated or if user adapts material. Open source would make material widely available but there is concern about integrity.</p> <p><i>2.4 Evaluation</i></p> <p>CIHC Authorship Guideline Development (Evaluation Committee Scenario)* – outline specific feedback, next steps for CIHC approach:</p> <p>Proposed Authorship Strategy:</p> <ul style="list-style-type: none"> ▪ Discuss and agree to authorship process in writing with parties involved prior to starting the work. ▪ Consultant-contractor/committee prepares report. ▪ Formatted as CIHC monograph/technical report, possibly with an ISBN. ▪ Report should state, "prepared for CIHC, does not represent views of CIHC." ▪ Acknowledgements to be determined by committee (e.g. inclusion of consultant's and/or committee members' names, IECPCP projects) ▪ Excerpts/full report on CIHC website 	<p>Sue to send Brenda list of Health Education WG members and outline of mandate.</p> <p>All to review intellectual property guidelines in your respective universities</p> <p>Andrea to update Dissemination Strategy, Appendix E with details and case studies.</p> <p>Ruby to continue evolving Authorship Guidelines with Evaluation Sub-committee</p>

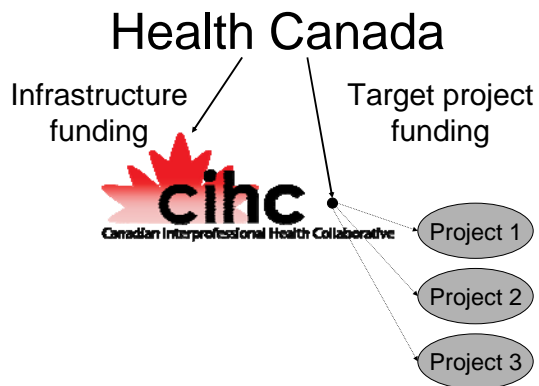
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	<ul style="list-style-type: none"> ▪ Sub-committee members and consultants are encouraged to write publications referencing portions of the CIHC monograph <p>Ruby reviewed the evaluation survey results (18/20 projects) mapped against the D'Amour & Oandasan framework and JET reviews. Still in progress: http://cihcdev.visuallizard.com</p> <p><i>2.5 Partnerships</i></p> <ul style="list-style-type: none"> ▪ Outreach activities ▪ CIHC making financial and other commitments in absence of a certain future (e.g. Halifax CAB): CIHC would like to front the CAB 2009 organizers initial funding – these dollars expected to be recovered from the conference. Brenda to liaise with Anne Godden-Webster to determine how much they would need, and when. A contingency plan must be developed in the case of a deficit. ▪ Proposal for Common Affiliated Status between Organisations involved with Interprofessional Education: a Discussion Paper (Marilyn Hammick, CAIPE): CIHC to determine benefits of membership and partnership and dues/costs, then approach other groups re affiliation. Rescind letter of agreement sent to CAIPE in August 2007 and draft a letter along the lines of the CIHC-WHO letter. ▪ Oct 12 KT-Partnerships Meeting: Steering Cmte accepted recommendation to merge the KT and Partnerships Cmtees. New cmte to re-evaluate 'umbrella groups' with a view to include CPSI. One function of the Pships Cmte is to outline sustainability options for CIHC. <p><i>2.6 Knowledge Translation</i></p> <ul style="list-style-type: none"> ▪ CHSRF – IP Rapid Responders Network group – CIHC to develop document (<i>not discussed</i>) <p><i>2.7 Research</i></p> <ul style="list-style-type: none"> ▪ CIHR Team Grant Nov 2007: Research co-chairs along with colleagues in their province and in BC have prepared a team grant letter of intent for submission Nov 1. If accepted, a full proposal is due June '08 and funding (\$300,000/yr for up to five yrs) would commence Dec '08. ▪ CIHR presentation for a special competition: Jenny and Esther presented to CIHR on Oct 16 to request a special competition. Have raised awareness of IP although outcome of meeting is uncertain. CIHR advised targeting one institute (e.g. IHSPR) and provide a package of materials for the review cmte ahead of time. Jenny and Esther to canvas CIHC members and see if 4-5 people may be interested. <p>Other opportunities for funding may be multi-jurisdictional research grants (a percentage could support infrastructure for CIHC and sponsoring organizations),</p>	<p>Brenda to sit on CAB 2009 Planning Committee.</p> <p>Brenda and John to draft letter to CAIPE.</p> <p>Grace and Keith to develop terms of reference for new P&KE committee.</p> <p>Brenda to revise website to reflect cmte merge.</p> <p>Grace and Liz to follow up</p> <p>Jenny and Esther to follow up with Sue on funding opportunities</p>

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	<p>CIHR's research synthesis (call expected Dec 2007), calls on leadership, through agencies focusing on HHR, e.g. CHSRF's REISS grant, Health Canada (other than the HHR Strategy), Public Health Agency. Jenny and Esther to follow up with Sue.</p> <ul style="list-style-type: none"> ▪ Scoping review of theoretical frameworks in IPE by Reeves and Suter et al complete. Funding for Scott's honorarium provided by Calgary project. The target audience for this report is academics involved in IPE. Next steps for this report: <ul style="list-style-type: none"> ○ Esther to finalize report, develop a one-page overview, draft the acknowledgements (Scott Reeves to be acknowledged) ○ Secretariat to obtain ISBN, format as CIHC monograph, identify key messages for a broader audience and develop "knowledge translation template" ○ Document posted on CIHC, Queen's and Calgary project websites. ○ Authors encouraged to publish scholarly articles, citing report ▪ Research cmte review of 20 projects report envisaged to be available on CIHC website. Authorship not seen to pose a problem because the data belongs to the 20 projects. <p>Provincial funding opportunities vary by province, individual CIHC might initiate contact.</p> <p><i>2.8 Health Canada:</i> Years 6-10 likely continuing to support CIHC infrastructure at reduced amount, fund special projects, potential CLU Call Yr 7, collaboration with CPSI and wait times initiatives, support health education personnel. No continued funding for IECPCP projects. Health Education WG mandate will include IE. Treasury Board approval Feb '08. AFMC Accreditation project underway, Sue to provide summary to Brenda for CIHC website.</p> <p><i>2.9 NaHSSA:</i> 24 chapters now being developed. NaHSSA is implementing a chapter levy, increasing for 3 years. Planning for the January 19-20 '08 annual conference is underway at UWO. Alex to contact other Steering Cmte members if she would like to involve them in the NaHSSA program.</p>	<p>Brenda to work with authors and draft key messages overview page</p> <p>Sue to provide summary of AFMC/Accred project to Brenda</p>
3.0	<p>Media Training Session*: Andrea provided practical tips on preparing a 10 second pitch and the merits of plain language "More night jobs would keep youth off the streets".</p>	

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4.0	<p>Strategic Planning</p> <p>4.1 Year 2008-09</p> <p>Aspects to consider:</p> <ol style="list-style-type: none"> 1. Shared Vision for CIHC - The vision for CIHC, and to sustain the priorities of CIHC, may be to place IECPCP as one component within a larger movement. The vision is to provide resources for health and education to change the delivery of health education and health services. 2. Refine focus, function, mandate, priorities: Now focus on actions of 4 sub-committees (<i>merger of research and evaluation not discussed</i>). Health Canada could identify a need for targeted information (e.g. curricular IPE competencies). CIHC could outsource the work for these projects and supervise the work. See Figure 1 at the end of these minutes. 3. Create precise achievable goals that are legitimized and valued by our primary stakeholders (<i>not discussed</i>) 4. Structure: CIHC should undertake a feasibility study to identify range of outcomes that could result from a pan-Canadian organization structured to focus on quality (e.g. including QWQHC, CHLnet, CPSI, others). CHSRF may be interested in sponsoring the planning of such a process. Advantages may be increased attention and a wider audience, 'one-stop shopping', ability to align to the bigger picture, bridge health and education and align complementary initiatives. Disadvantage may be a reduced focus on IP. Other ideas include chapters, individual and/or organizational membership, partnerships with various organizations. 5. Resources to fund above to be discussed over the next three months. <p>The focus of the Jan 20-21 Steering Committee will be outlining options for 2008-9 and beyond.</p> <p>Upcoming Meetings:</p> <p>Teleconference:</p> <p>Face-to-Face: Jan 20-21, 2008 London Ontario</p>	<p>John to contact Mylene Dault regarding potential CHSRF involvement in sustainability planning</p>

* Attachments

- 2.1 CIHC Overview (PowerPoint)
CIHC in-kind contributions template (Excel)
- 2.4 CIHC Authorship Guidelines (Ruby Grymonpre, Nov 2007)
- 3.0 Media Training slides
- 4.1 Figure 1 – One model for Health Canada funding to CIHC in 2008-9



Travel Claim form (*please return within 30 days of travel – thank you!*)