

STEERING COMMITTEE

Teleconference – Dec 8th 2006

11:00am – 12:00pm EST

Telephone No.: 1-866-212-7554 Participant Code: 6756911#

Present: John Gilbert (Chair), Sue Beardall, Vernon Curran, Keith De'Bell, Ruby Grymonpre, Liz Harrison, Steven Hoffman, Grace Mickelson, Judith McFetridge-Durdle, Brenda Sawatzky-Girling, Kate Semanyk, Hassan Soubhi, Esther Suter

Regrets: Carole Orchard, Jenny Medves

Intended Outcome: Debrief CIHC Research Workshop, Nov 26 & CIHC Inaugural Meeting, Nov 27-28

Item	Topic & Decisions	Action & Timeframe
1.0	The Research Workshop	
	<p>1.1 Key Issues</p> <p>Esther provided an overview: the workshop provided direction and feedback from all IECPCP projects.</p> <p>John suggested three key issues:</p> <ol style="list-style-type: none"> 1. how to distill workshop info (i.e. Jamie Conklin's summary report) into a synthesis of actionable items 2. how to move actionable items forward (keep off the shelf) 3. how to get granting agencies onside 	
	<p>1.2 Dissemination</p> <p>Research and Evaluation Sub-Committees to work with Jamie to finalize synthesis report and share preliminary report with both committees.</p>	<p>Esther and Ruby/Judy to take lead. Preliminary report by <i>Jan 10.07</i> teleconference. Finalized report for discussion by <i>Feb 12.07</i> F2F meeting.</p>
	<p>1.3 Next Steps</p> <p>Sue outlined strategy to integrate IPE as part of ?Feb 13.07 Health Canada HHR Research Day (Vancouver). CIHC to develop a list of up to 20 names to participate in this meeting. <i>Note: Eval cmte to add this to Dec 18th agenda; Research cmte is not meeting until Jan 8th.</i></p>	<p>Research and Evaluation cmte leads to provide list of interested people to Brenda by <i>January 3.07</i>. Brenda will forward list to Sue.</p>



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	<p>1.3 cont'd</p> <p>Research Cmte to make contact with IHSPR/CIHR representative (Ellen Melis, the Institute's associate director EMelis@cihr-irsc.gc.ca)</p>	<p>Esther/Jenny/Hassan to link with Ellen Melis.</p>
2.0	<p>The Inaugural Meeting</p>	
	<p>2.1 Key Issues</p> <p>CIHC linkages with health and education policymakers at national and provincial levels essential. Falls under Partnerships cmte. Sue will keep SC informed about opportunities and discussion at the national level.</p> <p>Link to practice and improving outcomes essential. Identify key partners early so KT cmte can craft key messages (refer to Keith's model Nov/07)</p> <p>Define and determine list of CIHC members. Philosophy is inclusive: "everyone is a member".</p>	
	<p>2.2 Dissemination</p> <p>Develop communiqué to CIHC members and <i>interested others</i>. <i>KT cmte will take the lead on this.</i> <i>Note: add to Dec 15th KT agenda.</i></p> <p>CIHC website key vehicle. Email sent to CIHC members list will direct people to the website.</p>	<p>Liz & Grace will take the lead in developing communiqué. As with Research Workshop report, preliminary report by <i>Jan 10.07</i> teleconference. Finalized report for discussion by <i>Feb 12.07</i> F2F meeting.</p>
	<p>2.3 Next Steps</p> <p>Develop list of name of people who are associated with IECPCP and related projects, and interested others. CIHC assumes that project managers will ask permission from each person linked with CIHC.</p> <p>Any interested NaHSSA members welcome to be CIHC members.</p>	<p>Brenda to compile list of IECPCP project managers.</p>
3.0	<p>Other Business</p>	
	<p>3.1 Evaluation of CIHC</p> <p>Ethical approval has been obtained by the University of Toronto for Scott Reeves' proposal to evaluate the CIHC. Documents outlining Scott Reeves' data collection approach attached for review and comments.</p>	<p>All – feedback to Brenda by <i>Dec 15.06</i> on data collection. Brenda to forward to Scott.</p>
	<p>3.2 Next teleconference: Wed Jan 10.07 @ 11:00am EST</p> <p>Further discussion of next steps, post-meeting communiqué & Feb 11/12 F2F meeting.</p>	



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	3.3 Additional Items Sue outlined Health Canada's plan to visit IECPCP sites, and proposed meetings with Ministries of Health and Education representatives (Ontario only?).	Brenda and John to develop packet of CIHC material for Sue to leave with provincial ministries by the end of Jan 07.

Attachments:

- Data Collection Approach for Evaluation of CIHC **Please Review by Dec 15.07**
 - CIHC Evaluation – Appendix 1 Questionnaire
 - CIHC Evaluation – Appendix 2 Interview