

## STEERING COMMITTEE

### Minutes – Monday, February 25<sup>th</sup> 2008

**Present:** John Gilbert (Chair), Betty Brown, Andrea Burton, Keith De'Bell, Ruby Grymonpre, Alex Harris, Grace Mickelson, Carole Orchard, Brenda Sawatzky-Girling, Dennis Sharpe, Hassan Soubhi, Esther Suter

**Regrets:** Sue Beardall, Jenny Medves, Joan Sargeant

Topic & Decisions	Actions & Timeframe
<b>1.0 Introduction</b>	
<p><b>2.0 Strategic Planning 08-09</b></p> <p>Health Canada informed John and Brenda that they are in the final process of approving support to extend CIHC's contribution agreement for next fiscal year (2008-09). Brenda will submit a proposal by Feb 29, in line with discussions the Steering Committee had on Jan 21.</p>	<p><b>Brenda</b> to submit proposal to Zelia Barbosa by <i>Feb 29</i>.</p>
<p><b>3.0 Secretariat Update</b></p> <ul style="list-style-type: none"> <li>▪ CIHC East: Jan 28-29 Halifax – presentations now posted at <a href="http://www.cihc.ca/announcements/events_archive.html">http://www.cihc.ca/announcements/events_archive.html</a> Summary report will be available soon. Members of CIHC executive plan to meet (possibly in spring 2008) and strategize on how to build regional partnerships.</li> <li>▪ CIHC budget 08-09 – a few thousand dollars available to further sub-committee syntheses as required (e.g. Evaluation interactive framework)</li> <li>▪ e-Library – development is underway. Primary areas of stakeholder consultation include “peer review” process (standards for material in the repository), taxonomy, copyright.</li> <li>▪ e-journal – Hassan reports that Health Canada has approved \$24,000 to be disbursed through the University of Sherbrooke will allow an initial technological infrastructure using Open Journal Software by March 31. Interest from the University of Minnesota to develop a “collaborating across borders” initiative.</li> <li>▪ Evaluation of CIHC, survey #2 - Scott Reeves' second e-questionnaire is underway and can be accessed from the CIHC homepage. CIHC to incorporate Scott Reeves' findings from survey #2 into priorities and activities for 08-09 and beyond. Brenda to request that Scott submit a progress report in early April to facilitate planning. Final report expected June 2008.</li> </ul>	<p><b>Dennis, Joan, Keith, Betty &amp; Hassan</b> to lead regional discussions in the East.</p> <p><b>Brenda</b> to request that Scott submit a progress report in early April and incorporate findings into strategic plans. <i>(Scott has agreed)</i></p>

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<p><b>4.0 Sub-committee/other updates</b></p> <p><i>4.1 NaHSSA</i></p> <ul style="list-style-type: none"> <li>▪ Currently transitioning the Board of Directors and working closely with Jason Nickerson re finances for AMS</li> <li>▪ All the post-conference 2008 info is on the NaHSSA website. Next year's annual conference will be held March 09</li> <li>▪ Working on finances. On track with spending: remaining projects this year are to create mini videos and update website</li> <li>▪ Re-releasing the national essay contest. In touch with Hugh Barr because JIC expressed interest in profiling the winning essay(s) on an annual basis – winner gets a publication in the JIC</li> <li>▪ Given the <i>Associated Medical Services</i> commitment to provide \$30,000 per year over several years, NaHSSA will be financially independent from CIHC beginning April 1 2008. CIHC could allocate \$10,000-15,000 to NaHSSA to arrange independent administrative services such as speedy reimbursement for student travel.</li> <li>▪ The role of NaHSSA in 'student run clinics' across the country (University of Manitoba, SWITCH (Sask) CHIUS (BC) is to link students. This year's AFMC meeting will focus on bringing more students from all disciplines (May 3-7, Montreal <a href="http://www.afmc.ca/index-e.php">http://www.afmc.ca/index-e.php</a>).</li> </ul> <p><i>4.2 Curricula</i></p> <ul style="list-style-type: none"> <li>▪ Vernon hired an RA to go through all the inventory material to create a qualitative analysis. Carole and Vernon will provide the e-library project team with a group of suggested "communities" – suggested theme areas- within the next month. A subset of materials out of inventory will undergo further analysis.</li> <li>▪ Will report to the Steering Committee at the next meeting when the project RA's work is complete.</li> <li>▪ Carole and Vernon will lead development of a CIHC "suggested list of core competencies"</li> <li>▪ Next year: curricula committee will look more fully into the Patient-centred part of IECPCP</li> </ul> <p><i>4.3 Evaluation</i></p> <ul style="list-style-type: none"> <li>▪ D'Amour Oandasan interactive framework: next steps – metric will be transferred over to the back pages of the CIHC website and projects will have a chance to validate what is being reported about their projects before it goes live and is announced.</li> <li>▪ An IECG Research Assistant entered all the data, in kind from the IECG project. This same RA will be paid by CIHC to edit the</li> </ul>	<p><b>Carole and Vernon</b> to provide suggested "communities" to e-library project team</p>

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<p>framework as per the projects' corrections. In future, the framework will be dynamic and include updates, citations, results, corrections.</p> <ul style="list-style-type: none"> <li>▪ Eval Cmte – initial report, led by a working group, will be circulated to the Steering Committee in April 2008.</li> <li>▪ Evaluation Cmte abstracts: 2 submitted to Canadian Evaluation Society and 2 to All Together Better Health (1 theme on process and the other theme on the outcome/interactive framework).</li> <li>▪ Eval Cmte and Research Cmte will be merging</li> <li>▪ Authorship guidelines – now sitting with the P&amp;KE Cmte. Version 1 has now been posted on the CIHC site <a href="http://www.cihc.ca/resources/resources-toolkit.html">http://www.cihc.ca/resources/resources-toolkit.html</a> under Policy Documents.</li> <li>▪ Colla Macdonald Interim report on the Feb 26 Eval Cmte agenda for approval. Colla has been sent the draft authorship guidelines.</li> </ul> <p><i>4.4 Research</i></p> <ul style="list-style-type: none"> <li>▪ Status quo until status of CIHC confirmed</li> <li>▪ Next steps: initiate plans to merge with Evaluation Committee. Small team (including co-chairs, John, Scott Reeves) will create a focused sub-committee to look deeply at the IPE research agenda in IPE.</li> <li>▪ CIHR – Letter of Intent – delay in notification</li> </ul> <p><i>4.5 Partnerships &amp; Knowledge Exchange</i></p> <ul style="list-style-type: none"> <li>▪ Activities continuing as per committee workplan.</li> <li>▪ John speaking at <i>Coordinating Committee of the Canadian Association of Continuing Care Educators</i> (May2/08 in Calgary).</li> </ul>	<p><b>Hassan, Esther and Jenny</b> to contact Ruby at the end of March/beginning of April</p>
<p><b>5.0 Next Steps</b></p> <ul style="list-style-type: none"> <li>▪ <b>The SC is asked to actively identify leaders from the practice community to participate on the CIHC Steering Committee/first Board.</b></li> <li>▪ Teleconference date TBD following confirmation of the Health Canada funding and meeting with UBC legal counsel</li> <li>▪ Liz suggested if CIHC needs information from the projects to please ask sooner rather than later since Cycle 1 project staff are wrapping up.</li> <li>▪ All Together Better Health Stockholm – abstract notification Feb 28; early reg date is March 6 <a href="http://www.alltogether.se/">http://www.alltogether.se/</a></li> </ul>	