

STEERING COMMITTEE

Agenda – Friday, December 7th 2007

Present: John Gilbert (*Chair*), Sue Beardall, Betty Brown, Andrea Burton, Keith De’Bell, Ruby Grymonpre, Liz Harrison, Grace Mickelson, Anne Murray, Carole Orchard, Brenda Sawatzky-Girling, Dennis Sharpe, Hassan Soubhi, Esther Suter

Regrets: Alex Harris, Jennifer Medves

Item	Topic and Decisions	Action and Timeframe
1.0	Introduction	
2.0	<p>Regional Meeting Update</p> <p>CIHC West: Regional collaboration evolving. L. Harrison, G. Mickelson, L. Bainbridge and Z. Nurani planning next meeting Jan 10/07 in Saskatoon.</p> <p>CIHC Ontario, Nov 16 2007 – Moving forward on with a funded provincial initiative with Ministry of Health and Long Term Care support. Determining what would a regional organization would look like.</p> <p>CIHC East: upcoming Jan 28-29. Invitations and agenda developed, number of participants per province identified. Will be followed by Dalhousie ‘Interprofessional Day’.</p>	
3.0	<p>Strategic Planning 08-09</p> <ul style="list-style-type: none"> ▪ Option #1 CHSRF-sponsored meeting, Dec 4/07, Ottawa. Discussed possible vision for an organization covering CIHC, QWOHC, CPSI, CHLnet. Follow-up meeting Feb 2008. ▪ Option #2 CIHC as a stand along organization, several ways to look at this. Identify national versus regional priorities and activities. ▪ Option #3 submitted by G. Eisler (BCHAC) - whether CIHC might broaden its mandate to include practice education. <p>Next SC meeting Jan 21/08 – serious discussion. We will have 3 or 4 options to consider before the meeting.</p>	

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4.0	<p>Secretariat Update</p> <ul style="list-style-type: none"> ▪ E-library <p>Awaiting confirmation of Health Canada funding (\$65,000) to commence this initiative, project team in place. Multi-project initiatives such as P-CITE pose extra challenges. Need to set up mechanisms to facilitate.</p> <p>Exploring potential future partners with e-library – focus will start with IECPCP resources but ability to expand taxonomy.</p> <p>SC members: please investigate authorship (IP and copyright issues) – have projects established copyright as part of their projects?</p> <ul style="list-style-type: none"> ▪ New-look CIHC website launched Dec 6/07. Please check for accuracy and verify to Brenda. CIHC's first organizational media release Dec 6/07 in English and French. CIHC is now on the Canadian Press database. 	<p>All to investigate IP and copyright issues and provide policies/guidelines/experiences to Brenda</p> <p>All to review and verify new CIHC website for accuracy</p>
5.0	<p>Sub-committee/other updates</p>	
	<p><i>5.1 Health Canada</i></p> <p>Brenda to give Sue heads up a couple of days in advance of another CIHC media release so she can get prepared.</p> <p>TB submissions Feb 08, approval in March. Cycle 2 projects will be contacted to sort through this technical glitch.</p> <p>Health Education Task Group: reports to the ACHDHR Cmte, which reports to the Conference of Deputy Ministers. Still defining workplan. NEC on IECPCP has been sunsetted but several members of the HETG were also on the NEC.</p>	<p>Brenda revised the media release process</p>
	<p><i>5.2 NaHSSA</i></p> <p>Carole updated via her role as mentor to NaHSSA 4th Annual Conference Jan 19-20/08 in London.</p> <ul style="list-style-type: none"> ▪ Abstracts Due Dec 30 ▪ NaHSSA-CIHC joint activities TBD ▪ Registrations – coming slowly, need 150 registrants by Dec 15 – 16 year. \$105 pp. Carole requested that Brenda send out link to registration page to 	<p>All to forward conf info to students at their own institutions</p> <p>All to consider arriving in London early to attend Jan 19 – please</p>

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	<p>IECPCP Project Leads</p> <ul style="list-style-type: none"> ▪ Grace, Sue, Dennis, Andrea, Ruby?, John, Brenda – planning to attend. 	register asap!
	<p><i>5.3 Curricula</i></p> <ul style="list-style-type: none"> ▪ Update Curricula inventory: most have been returned. Carole will pull these into the existing inventory. ▪ IPE competencies – Carole has asked projects to send her detailed information about their approaches. Carole will review responses, the curricula inventory, and amend May 2007 paper. 	
	<p><i>5.4 Evaluation</i></p> <ul style="list-style-type: none"> ▪ Authorship guidelines discussed. Ruby to incorporate suggestions and submit a next draft. ▪ Interim Report to CIHC in progress. ▪ Evaluation Cmte supports proposed merger from Research Cmte, effective April 2008. 	
	<p><i>5.5 Research</i></p> <ul style="list-style-type: none"> ▪ Survey Report – Noted extreme diversity of different approaches. State of where we are as of Oct 2007. Possibility of doing some updates near April. Suggested Edits: clarify difference between 'model' and 'conceptual framework'. 	Hassan to incorporate edits and return to Brenda
	<p><i>5.6 Partnerships & Knowledge Exchange</i></p> <ul style="list-style-type: none"> ▪ New committee's workplan highlights: number of activities identified, building on the work of the 2 committees. Sub-groups have specific cmte leads. (Refer to draft workplan on the PKEC login page) ▪ Conversations with other organizations – John will integrate PKEC with his interactions with other organizations so relationships are building appropriately. 	John to integrate PKEC
6.0	<p>Next Meeting: Jan 20-21, 2008 London Ontario</p> <p>Sunday dinner to be held at Carole's home. Brenda to contact everyone re specific agenda items.</p>	