

## STEERING COMMITTEE

Minutes - August 26<sup>th</sup> 2008

Westin Harbour Castle, Toronto

**Present:** John Gilbert (*Chair*), Betty Brown, Andrea Burton, Keith De'Bell, Ruby Grymonpre, Liz Harrison, Grace Mickelson, Jason Nickerson, Carole Orchard, Scott Reeves, Joan Sargeant, Brenda Sawatzky-Girling, Theresa Schopf, Dennis Sharpe, Hassan Soubhi, Esther Suter

**Regrets:** Ivy Oandasan

Location: <b>Westin Harbour Castle, Dockside 3 Room</b>	Action & Timeframes
<p><b>1.0 Introduction</b> (<i>John, Chair</i>)</p> <p>Review agenda</p>	
<p><b>2.0 Updates – current year activities</b></p>	
<p>2.1 Partnerships &amp; Knowledge Exchange (<i>Grace, Keith</i>)</p> <ul style="list-style-type: none"> <li>- Integration of Evaluation Report (July 2008) recommendations (KE Framework)</li> <li>- Upcoming meetings (see attached list of meeting, and procedure to identify CIHC speakers when requests are received)</li> <li>- Dissemination activities (outlined by Andrea): developing one-page fact sheets on IPE and CP, developing comic series, revitalizing online discussion forum, creating CIHC-facilitated 'think tanks' on common themes, developing series of issues notes (internal documents used for messaging), identifying ministerial counterparts in each province/territory that hold file on IPE/CP.</li> <li>- Engaging Canada's North: Andrea working with Jennifer Medves on identifying participants in the North to attend the Ontario meeting in January. \$5,000 to fund this travel.</li> <li>- Knowledge Exchange Framework. Reviewed Draft 1. Consensus that the KE Framework will be the platform from which to develop CIHC as an organization. CIHC's long term goal will be: "stronger, more integrated health workforce". Suggested edits to Draft 1 include: emphasize the Dissemination Strategy; include role of students, leaders (transformational leadership) and patients; include regulators as an example. Will hold a title contest.</li> <li>- <i>Leading IP Change Forum</i> (possibly February 2009 in Winnipeg). CIHC has funds to coordinate and facilitate meeting. Suggestions: discuss value-add for potential partnering organizations, determine a shared vision, ask stakeholders for input on CIHC's knowledge production initiatives (in curricula, research and evaluation), longer term funding and sustainability.</li> </ul>	<p>Action: <b>Liz</b> to work with consultant and have Draft 2 by <i>Sept 8</i> to send to PKEC. ✓</p>

Location: <b>Westin Harbour Castle, Dockside 3 Room</b>	Action & Timeframes
<ul style="list-style-type: none"> <li>- Working with other organizations, e.g. CPSI* Brenda had teleconference with Pierrette Leonard of CPSI August 14 to review CPSI's Safety Competencies. Three possible connections: Competencies WG to review and incorporate into work and open a dialogue with CPSI; CPSI requested CIHC's guidance re target practice sites 'change ready' to test safety competency; CPSI be invited to CIHC's upcoming <i>Leading Interprofessional Change Forum</i>. Comments: CPSI's competencies are complex and would be difficult to measure and monitor; need more focus on shifts and change management.</li> <li>- Library – currently in "Community Evaluation Period". Email sent July 31 requesting IECPCP projects review their items as listed in the catalogue and forward their resources for posting. As at August 25 several acknowledgements but no resources received. Several inquiries about posting non-IECPCP curricula materials (yes, this will be available post Oct 2008). Library project team in place.</li> </ul>	<p>Action: <b>Brenda</b> to follow up with CPSI ✓</p> <p>Action: <b>All</b> to dialogue with project teams about submitting project resources to CIHC Library.</p> <p>Action: <b>All</b> to please forward concerns about Library to Brenda</p>
<p>2.2 Curricula (<i>Carole</i>)</p> <ul style="list-style-type: none"> <li>- Integration of Evaluation Report (July 2008) recommendations – Early on, Curricula Cmte developed 4 working groups (Patient/Family, Educator, Clinician, Student/Learner). Should these perspectives be broader and be looked at by other sub-committees?</li> <li>- Leadership – Ideal co-chair will have experience implementing IP curricula in practice/delivery to balance existing academic representation on committee.</li> <li>- IPE Competencies Working Group – represented by those IECPCP projects who have developed competencies. WG is developing plan to complete identified comp activities this year, including 2 meetings and a RFP for consultant to coordinate the writing. Need to include a student on this committee. Cancer Care Nova Scotia and College of RN Nova Scotia materials being considered. Still determining whether we should look at pre-licensure, post, or both. The goal is to identify a small, informative group of competencies, identify gaps, and recommend how to address.</li> <li>- Survey Summary Report Reviewed. Suggested edits: clarify that this report represents a snapshot of curricula development as of 2007; change title to Interim. Next steps: Andrea to edit Executive Summary and have this translated, post document. Accompanying tables and working group summary report was reviewed. While it is useful as an internal document to identify gaps (e.g. as in a low amount of patient/family targeted curricula), it may be negatively misleading as it conveys that less work has been done as actually was done. Would be helpful to have a user-friendly document e.g. short story in simple language, minimal size for practitioners.</li> <li>- Best practices teaching IPE – what might the IECPCP project reports tell us about the effectiveness of the teaching/learning strategies?</li> </ul>	<p>Action: <b>Carole</b> to develop 2 paragraphs outlining role and responsibilities of Curricula Co-Chair and send to Brenda for circulation.</p> <p>Action: <b>Brenda</b> to confirm whether Raed Joundi (NaHSSA student) is able to participate on Competencies Working Group. ✓</p> <p>Action: <b>Carole</b> to finalize RFP for consultant, then Brenda to circulate</p> <p>Action: <b>Esther</b> to send Carole basic competencies from the Calgary Health Region.</p> <p>Action: <b>Andrea</b> to edit Executive Summary, <b>Brenda</b> to have translated and posted on</p>

Location: <b>Westin Harbour Castle, Dockside 3 Room</b>	Action & Timeframes
<p>This has not been assessed, and is now a longitudinal project. Carole would like access to each of the IECPCP projects' final reports to analyze the outcomes and what was actually done. In future, will encourage people who have been influenced by IECPCP and willing to post resources in Library.</p>	<p>CIHC website.</p> <p>Action: <b>Brenda</b> to ask projects for permission for CIHC to read and analyze final reports.</p>
<p>2.3 Research &amp; Evaluation (<i>Hassan</i>)</p> <ul style="list-style-type: none"> <li>- Integration of Evaluation Report (July 2008) recommendations. Continuing to use and build on what the former Research and Evaluation Committees developed.</li> <li>- Workplan-activities update – Priorities are to develop strong foundation for CIHC by creating research capacity for IP with a community of practice approach, build on the “Evidence for IPE” paper recommendations and help people use research.</li> <li>- Reviewed 6 activity items in workplan and the Cooke 2005 model as the proposed approach to strengthening research capacity. Next steps: How to adapt model? What must change? How to do it? How to start? Questions raised: Are we on the right track with these priorities? Are we building on previous work done by CIHC? How do we link to the work of the curricula and PKE committees? How will the Knowledge Framework assist? How can we link with stakeholders at CIHC's <i>Leading IP Change Forum</i>? How shall we proceed with use of/integrate the D'Amour &amp; Oandasan framework? Did the decisions made during the two summer R&amp;E Committee teleconferences reflect the overall membership given the low attendance? What will engage people?</li> <li>- Student Research Network: NaHSSA would like to identify students working in IP - Steering Committee members in good positions to identify these people. NaHSSA is also linking to Canadian Society of Life Sciences and a small international graduate student network. Question: Where will this network be housed?</li> <li>- Evaluation Report* (<i>Ruby</i>) Circulated and reviewed. Final edits include updating the statistics and refine acknowledgements. Next steps: Andrea to edit Executive Summary, have Summary translated, post document.</li> <li>- Evaluation Interactive Framework: very close to being finalized, at which point it will be linked to the CIHC website.</li> </ul>	<p>Action: <b>R&amp;E Committee Co-chairs</b> to re-evaluate the direction.</p> <p>Action: <b>All</b> to poll their universities and forward names (with permission) to Jason and Hassan.</p> <p>Action: <b>Andrea</b> to edit Executive Summary of evaluation report; <b>Brenda</b> to have translated and posted on CIHC website.</p> <p>Action: <b>Ruby</b> to advise Brenda when framework can go live.</p>
<p>2.4 NaHSSA (<i>Jason</i>)</p> <ul style="list-style-type: none"> <li>- Focus this year is strengthening communications both vertically and laterally. Andrea has assisted with a communications strategy.</li> </ul>	

Location: <b>Westin Harbour Castle, Dockside 3 Room</b>	Action & Timeframes
<p>Website will be updated. Newsletters will be issued 3 times per year, focusing on chapter participation. NaHSSA receives numerous requests for how to set up chapters – this information will be available online.</p> <ul style="list-style-type: none"> <li>- Developing a list of 'faculty liaison' contacts at each post-secondary education institute with health/human services programming.</li> <li>- Partnerships: <ul style="list-style-type: none"> <li>o Leadership development continuum via partnership with Emerging Health Leaders (EHL) with regional nodes. Developing a memorandum of understanding with the EHL. EHL will lead some workshops at the March annual conference in Kingston.</li> <li>o Working with other student groups such as AFMC to synchronize student-targeted conferences and model collaboration.</li> </ul> </li> </ul>	
<p>2.5 Health Canada (<i>Theresa</i>)</p> <ul style="list-style-type: none"> <li>- Define statement of work <i>Action Strategy: Leading Organizational Approaches to Sustain IPE in the Post. -Secondary Education Sector</i> (outlined in May '08 amendment). Up to \$25,000 to pay consultant for this work. Recommendations: to create a resource document/robust template. Examine schools (universities and colleges) that have organized IP and develop series of case studies about what works best, what isn't working, how to coordinate and fund, what are barriers and challenges and how were these handled.</li> <li>- Suggestions: include aspects of research, curricula and partnership; possible opportunity to present to the Deans of Faculties of Health Sciences (meeting in London ON in Feb 2009) and ask for feedback; include perspectives of: Deans; the Canadian Association of Allied Health Programs. Consider incorporating practice education aspect and how health authorities partner with post-secondary to train. Consider tying this document to the KE Framework wherever possible.</li> <li>- CIHC to develop RFP (Working Group: Brenda, Carole, Joan, Betty).</li> </ul>	<p>Action: <b>Brenda</b> to send draft RFP to Working Group by Sept 26</p>
<p>2.6 Evaluating CIHC (<i>Scott</i>)</p> <ul style="list-style-type: none"> <li>- Findings were reviewed from the July 2008 Evaluation report. CIHC is at a cross roads and we need to consider opportunity costs. Involvement with different communities being addressed with KE Framework. Sustainability being addressed with business and financial planning underway.</li> <li>- Evaluation for 2008-09: Continue with same logic model and methodology (e.g. e-survey in Jan/Feb and key in depth interviews). Types of questions will change to reflect stage of organization, be inclusive of different communities and members (to move beyond</li> </ul>	<p>Action: <b>Brenda</b> to send Scott Alan Best and related articles ✓</p>

Location: <b>Westin Harbour Castle, Dockside 3 Room</b>	Action & Timeframes
<p>CIHC's core group of respondents), and focus on CIHC's role in knowledge exchange.</p> <ul style="list-style-type: none"> <li>- Evaluation for 2009-11 – Suggestions include moving approaches such as outcome mapping, social network analysis. Will still be largely qualitative.</li> </ul>	<p>Action: <b>Scott</b> to provide Brenda with summary of evaluation plan for 09-11 proposal ✓</p>
<p><b>3.0 Planning for 2009-11</b></p>	
<p>3.1 CIHC Business Plan (<i>John, Brenda, Andrea</i>)</p> <ul style="list-style-type: none"> <li>- See attached strategic planning worksheet* (updated after meeting).</li> <li>- Suggestion to make a presentation at Collaborating Across Borders (May 2009) outlining how CIHC is taking a systems approach (e.g. Alan Best) and encouraging a cultural shift.</li> </ul>	<p>Action: <b>Brenda</b> to continue leading business planning, including a fundraising campaign.</p> <p><b>Andrea</b> to develop plan to analyze CIHC membership list.</p>
<p>3.2 CIHC's Proposal to Health Canada for 2009-11</p> <ul style="list-style-type: none"> <li>- Key areas of the proposal content were discussed, for example to organize CIHC's future activities around the aspects of knowledge exchange as outlined in CIHC's framework (knowledge production, exchange and application); budget allocation that supports knowledge production but focuses on dissemination, exchange, and building partnerships. [Post-meeting update: CIHC's proposal can apply to more than one 'federal HHR priority' although <i>Practice environment revitalization</i> falls under the Office of Nursing Policy.]</li> </ul>	<p>Action: <b>Brenda</b> to provide draft of proposal to Steering Committee by Sept 11, and to submit proposal to Health Canada by <i>Sept 16</i></p>
<p><b>4.0 Other Business</b></p>	
<p><i>Upcoming teleconferences:</i></p>	
<ul style="list-style-type: none"> <li>- Last week of September, mid November; 1.5 hours; dates will be circulated.</li> <li>- Format change: Brief Sub-committee/NaHSSA/Health Canada/Secretariat updates will be provided to the Steering Cmte one week prior to the meeting, and teleconferences will focus on discussion points.</li> <li>- Brenda to investigate use of web conferencing technology (e.g. Elluminate, Sharepoint) to complement teleconferences</li> </ul>	
<p><i>Next face-to-face meeting (2 days):</i></p>	
<ul style="list-style-type: none"> <li>- Possibly January 21 and 22, 2009 (to tie in with Ontario Collaborative meeting; dates will be circulated)</li> </ul>	

Attachments:

2.1 – upcoming meetings & Requests for CIHC Presentation/Speaker [Procedure] *FOR YOUR REVIEW & FEEDBACK*

3.1 – CIHC Strategic Planning Summary – updated after meeting *FOR YOUR REVIEW & FEEDBACK*