

## STEERING COMMITTEE

Minutes - Wednesday, December 17<sup>th</sup>, 2008

1:00pm – 2:00pm EST/Toronto

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

**Regrets:** Alex Harris, Liz Harrison, Jason Nickerson, Scott Reeves, Joan Sargeant

Item	Topic & Discussion	Action & Timeframe
1.0	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>▪ CIHC highlighted in CHSRF Teamwork Workshop</li> <li>▪ CIHI small working group looking at national unique identifier for health workers</li> </ul>	
2.0	<p><b>Secretariat Update</b></p> <p>2.1 <i>CIHC Admin Support:</i> Andrea Dykstra will be working part time after Christmas; Juliet Ho plans to return in the winter/spring after completing her cancer treatment.</p> <p>2.2 <i>CIHC Strategic Planning:</i> Discussion of the Mission/Vision/Values and Governance documents. Send additional thoughts to Brenda in preparation for Jan 21-22 meeting.</p> <p>2.3 <i>Recent Meetings:</i> Teamwork Workshop (Dec 2-3, Toronto), Western Collaborative (Dec 8-9, Vancouver)</p> <p>2.4 <i>'Evidence for IPE':</i> 5 focus groups now complete, Scott Reeves, Andrea Burton and Brenda Sawatzky-Girling considered comparative rankings and re-wrote fact sheet and FAQs documents. Next steps: finalize and disseminate updated documents; disseminate and develop a report for the focus groups; 2 abstracts submitted to Collaborating Across Borders (complete); continue to identify issues that the community feels strongly about; develop materials that decision-makers need.</p> <p>2.5 <i>Collaborating Across Borders II:</i> Several CIHC committee abstracts submitted, 260 abstracts were received by conference planning cmte by Dec 8/08, agreed that CIHC should indicate expression of interest in being platinum sponsor (pending Health Canada funding), agreed to focus any complimentary</p>	<p><b>All</b> to redline/track changes to Mission/Vision and Governance documents and send to Brenda by Jan 13</p> <p><b>CIHC Secretariat</b> to circulate next iteration of documents when complete.</p> <p><b>Brenda</b> to communicate with CAB Planning Committee re sponsorship</p>

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	<p>registrations to new/potential community board members.</p> <p>2.6 <i>CIHC "Mainstream" Strategy (Concept document dated Dec 15/08*)</i> - Key discussion points:</p> <ul style="list-style-type: none"> <li>▪ Purpose is to address inquiries about CIHC from the community, and provide opportunities for community to engage with CIHC. Focus on colleges, northern Canada, train-the-trainer and grassroots approach. End goal is that the CIHC vision will be relevant to all threads of CIHC membership and activity.</li> <li>▪ Need to bridge and integrate 'Mainstream' with CIHC overall, e.g.               <ol style="list-style-type: none"> <li>a) With PKEC on knowledge exchange and Collaborative Change Forum with national organizations.</li> <li>b) National-provincial relationships.</li> <li>c) Explicit strategy that targets the practice organizations (none of the 6 strategies make it explicit). Links with CIHC's efforts to focus on collaborative practice deliverables in the Health Canada proposal for 2009-11.</li> <li>d) CIHC's expertise and reputation in the academic community (e.g. partnerships with CHSRF and CIHR) must not be diluted. More discussion need on the tension between academic and community strategic and operational directions.</li> </ol> </li> <li>▪ How are Community Advisors chosen? People who have expressed an interest, and don't really 'fit' anywhere. Need to develop criteria.</li> <li>▪ Mascot should be gender-neutral.</li> </ul> <p>2.7 <i>Evaluation of CIHC 08-09*</i>: CIHC's third evaluation of our activities and progress, conducted by Scott Reeves and his team at U of T is underway. Questionnaire will be on-line in January and Feb 2009. Please comment on attached draft as soon as possible.</p>	<p><b>All</b> to redline/track changes on Mainstream concept summary, and send to Brenda <i>by Jan 13</i></p> <p><b>Andrea</b> to incorporate feedback and revise Mainstream concept summary for discussion at Jan 21-22 meeting.</p> <p><b>All</b> to redline/track changes on Eval Questionnaire and send to Brenda <i>by Jan 9</i></p>
3.0	<p><b>Sub-committee/other updates</b></p> <p>3.1 <i>Partnerships &amp; Knowledge Exchange</i></p> <p>Acknowledged PKEC update (circulated with agenda), Knowledge Exchange Strategy (Draft – Dec 11/08)</p>	<p><b>All</b> to email comments on KE Strategy draft and send to Brenda <i>by Jan 13</i></p>

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	<p><i>3.2 NaHSSA</i></p> <p>CIHC Secretariat and NaHSSA leads to teleconference to further involve students in the interprofessional community</p> <p><i>3.3 Health Canada</i></p> <p>CIHC 2009-11 proposal to Health Canada: In the midst of the review process. In order to obtain funding in 2009-11, CIHC will need to focus more on interprofessional collaborative practice. The proposal needs to clearly identify a mandate and deliverables relating to collaborative practice (i.e. practice learning environments) and most importantly how these deliverables will benefit/impact transformation of the health system.</p> <p>Thank you again to Sue Beardall for her expertise over the past 2 years.</p> <p><i>3.4 Curricula</i></p> <p>Acknowledged Curricula update (circulated with agenda).</p> <p><i>3.5 Research &amp; Evaluation</i></p> <p>Acknowledged R&amp;E update (circulated with agenda).</p>	<p><b>Brenda</b> to coordinate a teleconference <i>in early January</i></p>
4.0	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>▪ Next Meeting: Jan 21-22, 2009, Metropolitan Hotel Toronto*. Responses to Brenda indicate that everyone will be in attendance (Louise Nasmith able to attend Jan 21 only, Health Canada representative is undetermined at this time).</li> <li>▪ Agenda items will include: finalize CIHC organizational structure documents and mandate in order to file not-for-profit application; break out session for sub-committee leads to coordinate workplans; online meeting software. Please send agenda items to Brenda.</li> </ul>	<p><b>All</b> to send agenda items for Toronto meeting to Brenda <i>by January 13</i></p>

\*Attachments:

- 2.6 CIHC "Mainstream" Strategy Concept document (Dec 15/08)
- 2.7 CIHC Evaluation Questionnaire (Draft Dec 17/08)
- 4.0 CIHC Jan 21-22/09 Toronto Meeting Details