

## STEERING COMMITTEE

Minutes – January 21, 2008

*London Ontario*

**Present:** John Gilbert (Chair), Sue Beardall, Betty Brown, Andrea Burton, Keith De'Bell, Alex Harris, Liz Harrison, Steven Hoffman, Jennifer Medves, Jason Nickerson (NaHSSA President-elect), Carole Orchard, Brenda Sawatzky-Girling, Dennis Sharpe, Hassan Soubhi, Esther Suter

**Via Teleconference:** Joan Sargeant

**Regrets:** Ruby Grymonpre, Grace Mickelson

Topic & Decisions	Action & <i>Timeframe</i>
<p><b>1.0 Introduction</b> (<i>John, Chair</i>)</p> <p>Acknowledgements:</p> <ul style="list-style-type: none"> <li>• Thank you to Carole for her generosity and gourmet skills in hosting the steering committee dinner</li> <li>• Thank you to Alex and Steven for a job superbly well done in representing NaHSSA on the steering committee</li> <li>• Welcome to Joan Sargeant, in her first meeting representing Nova Scotia</li> </ul>	
<p><b>2.0 Updates – current year activities</b></p>	
<p><b>2.1 NaHSSA</b></p> <ul style="list-style-type: none"> <li>▪ Successful annual conference Jan 19-20/08. Next conference will not be in January with hopes for higher student attendance. First annual meeting Canadian Interprofessional Student Network – 10 different student professional associations met to discuss how to further enhance IPE; ideas included: create booklet about all student associations, outline different roles; next time include OT, social work.</li> <li>▪ New NaHSSA Board of Directors elected Jan 19/08</li> <li>▪ NaHSSA is financially sustainable for the next 3-5 years (funding from Associated Medical Services: \$30,000 each year for 3 years with potential to be extended depending on annual reports)</li> <li>▪ Focus on: <ul style="list-style-type: none"> <li>– More colleges</li> <li>– Student leadership</li> <li>– Chapter development</li> </ul> </li> <li>▪ NaHSSA online resource database in development – will not be peer reviewed e.g. Wikipedia process</li> </ul>	
<p><b>2.2 Partnerships &amp; Knowledge Exchange (P&amp;KE)</b></p> <p>Focus on:</p> <ul style="list-style-type: none"> <li>▪ Contacting other organizations</li> <li>▪ Facilitating invitations for CIHC to speak at meetings etc. e.g. CCHSE-National Healthcare Leadership Conference, June 2 – 3, 2008 Saskatoon</li> </ul>	<b>Alex</b> to consider

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<ul style="list-style-type: none"> <li>▪ Formalize relationships – e.g. member individuals, member organizations</li> <li>▪ Knowledge Exchange Framework is very much tied to the CIHC structure and will be developed once next steps are determined</li> <li>▪ Overseeing e-library and authorship development</li> </ul>	<p>arranging for a student rep to attend CHHSE meeting</p>
<p><i>2.3 Research</i></p> <ul style="list-style-type: none"> <li>▪ FOCUS ethics meeting invitation rescinded <a href="http://www.ncehr-cnerh.org/english/events/2008%20FOCUS%20Conference.php">http://www.ncehr-cnerh.org/english/events/2008%20FOCUS%20Conference.php</a></li> <li>▪ No response from CIHR re letter of intent for team grant</li> <li>▪ Merge Eval and Research Cmtes in April – reorient terms of reference based on summary of research approaches, scoping review, potential results of CIHR team grant</li> </ul>	
<p><i>2.4 Curricula</i></p> <ul style="list-style-type: none"> <li>▪ Oversight of e-library moving from curricula to P&amp;KE</li> <li>▪ Curricula surveys – a very labour intensive process for the projects to complete and for the curricula committee to analyze               <ul style="list-style-type: none"> <li>○ Vernon hired RA to review surveys to infuse into earlier work – will fit into e-library, summary will be out soon</li> <li>○ Carole will hire RA – to extract info from curricula survey and see whether we have info to answer the questions of the 4 curricula working groups</li> <li>○ Work will be reported on in April</li> </ul> </li> <li>▪ Vernon and Carole submitted an abstract to Stockholm – on the curricula committee process and work that has been done</li> <li>▪ IPE competencies – a number of projects have been working on this – will come up with list of competency recommendations</li> <li>▪ Authorship of resources – propose that whoever developed a resource will have copyright. Oversight of authorship/copyright moving under P&amp;KE. Curricula cmte will work with P&amp;KE on their copyright/IP statement(s).</li> </ul>	
<p><i>2.5 Evaluation Sub-committee (Brenda, on behalf of Ruby)</i></p> <ul style="list-style-type: none"> <li>▪ Evaluation Interactive Framework <a href="http://cihcdev.visuallizard.com">http://cihcdev.visuallizard.com</a> is in final stages of development with the consultant (contract was \$10,000). Next steps include: reviewing entire resource and editing for typos and inconsistencies, circulating to projects and asking them to identify any errors or inaccuracies. Reviewing, correcting and updating will require additional resources.</li> <li>▪ Working group to draft a 'Evaluation Sub-Committee Final Report to CIHC'.</li> </ul>	<p><b>Ruby</b> to circulate interactive framework to projects for review prior to public posting on CIHC website</p>
<p><i>2.6 Health Canada</i></p> <ul style="list-style-type: none"> <li>▪ No funding guaranteed until Treasury Board signs off – may include base infrastructure and target project funding tied to HHR Strategy</li> <li>▪ Health Education Task Force – broad mandate – submte of ACHDHR (and F/P/T advisory group), focus on social accountability spearheaded by medical faculties and IP (cross over from NEC)</li> </ul>	

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<ul style="list-style-type: none"> <li>▪ HHR Strategy (years 1-5) wrap up conference in fall 2008</li> </ul>	
<p><b>2.7 Secretariat</b></p> <ul style="list-style-type: none"> <li>▪ 07-08 Budget Review*</li> <li>▪ e-library               <ul style="list-style-type: none"> <li>○ contract signed and project team in place</li> <li>○ possibility of linking to OC funding, projects and resources</li> <li>○ Potential to link to research e-journal in the future (interest from University of Minnesota, aim to have journal peer reviewed – very resource intensive)</li> </ul> </li> <li>▪ CAB – Planning meetings (Dec 18, Jan 28) for meeting to be hosted by Dalhousie University in Halifax, May or June 2009</li> <li>▪ All Together Better Health (June 08, Stockholm) – many CIHC abstract submissions; registered InterEd members get reduction on Stockholm registration fee</li> </ul>	<p><b>Jenny</b> will have a list and invite people to do an environmental scan to incorporate IP resources that exist – outside of the IECPCP funded projects into e-library</p>
<p><b>3.0 Regional Updates</b></p> <p><b>Ontario Update</b></p> <p>1. Ontario Collaborative “OC”</p> <ul style="list-style-type: none"> <li>▪ Based on Blueprint  <a href="http://www.healthforceontario.ca/WhatIsHFO/IPCProject/IPCBlueprint%20for%20Action.aspx">http://www.healthforceontario.ca/WhatIsHFO/IPCProject/IPCBlueprint%20for%20Action.aspx</a></li> <li>▪ IECPCP leads prepared a small proposal and received some funding</li> <li>▪ OC will have web page on CIHC</li> <li>▪ Colleges want to be involved</li> <li>▪ Central meeting – Jan 2009 for “The OC”, will link with NaHSSA Ont student regional meeting</li> </ul> <p>2. Interprofessional Care Strategic Implementation Committee</p> <ul style="list-style-type: none"> <li>▪ Jenny and Ivy asked to be on cmte – large number of ministry – health and university reps, next meeting Feb 9</li> <li>▪ Ivy chairing a meeting to coordinate Ontario Core Competencies</li> <li>▪ Jenny chairing Curriculum cmte, Pre-licensure, Post-licensure, Continuing education</li> <li>▪ Will integrate what is developing in Ont with what is going on in other parts of the country (e.g. Health Canada-funded project on accreditation ties competencies at provincial and national levels)</li> </ul> <p><b>CIHC West Update</b></p> <p>2<sup>nd</sup> meeting Jan, 18 people, in conjunction with PCITE meeting, larger meeting March 2008</p> <p><b>CIHC East Update</b></p> <p>Meeting planning for Jan 28-29 almost finalized. Expecting 70 people (4 provinces plus some national/regional representatives).</p>	<p><b>Jenny</b> to forward Brenda text for OC webpage</p> <p><b>Jenny</b> serve as OC-CIHC link</p>

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<p><b>3.0 Year 2008-09 Strategic Planning</b></p> <ul style="list-style-type: none"> <li>CIHC organizational status</li> </ul> <p>Steering Committee voted to pursue obtaining Not-for-Profit Society status as per the BC Society Act. NaHSSA and InterEd were incorporated under this Act in September 2005.</p> <ul style="list-style-type: none"> <li>Please review attached summary in preparation for transition to CIHC as Not-for-Profit Society: *           <ul style="list-style-type: none"> <li>#1 CIHC Name, Mission, Tagline, Vision, Objectives – <i>comments/changes?</i></li> <li>#2 CIHC Priority Support Structures &amp; Activities – <i>comments/changes?</i></li> <li>#3 Priority Projects For CIHC To Undertake – <i>list, rank</i></li> </ul> </li> </ul>	<p><b>Brenda</b> to follow up with Steering Committee re submission of Society documents (<i>end of Feb</i>)</p> <p><b>All</b> to review and comment on attached follow up document and return to Brenda by February 15</p>
<p><b>4.0 Business Arising</b></p> <p><b>Recent Publications</b> (also posted on CIHC Site)</p> <ul style="list-style-type: none"> <li>Hoffman S, Harris A, Rosenfield D. (2008). Why mentorship matters: Students, staff and sustainability in interprofessional education. <i>Journal of Interprofessional Care</i>, 22(1), 103-105.</li> <li>Hassan: <i>The Greatest Challenge of Interprofessional Education</i>, The Network: Towards Unity for Health, Dec 2007 Newsletter, page 14. *  <a href="http://www.the-networktufh.org/publications_resources/newsletterspdf.asp?t=Newsletter%0D%0A">http://www.the-networktufh.org/publications_resources/newsletterspdf.asp?t=Newsletter%0D%0A</a></li> </ul> <p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>Teleconference tentatively scheduled for Monday Feb 25 @ 1-2pmEST</li> </ul>	<p><b>All</b> to confirm availability at telecon</p>

\*Attachments:

- 2.7 CIHC Year 2 Q3 Cashflow Report (*Final – FYI*)
- 3.0 Strategic Planning FollowUp (*For Comment – asap*)
- 4.0 The Network: Towards Unity for Health, Dec 2007 Newsletter, see page 14.

Travel Claim form (*Return to Brenda/Lorene asap*)

Reminder: complete In-Kind survey (*thank you to Grace, Jenny, Liz*)