

STEERING COMMITTEE

MINUTES: Friday, October 3rd 2008

Present: John Gilbert (*Chair*), Betty Brown, Andrea Burton, Keith De'Bell, Ruby Grymonpre, Jason Nickerson, Ivy Oandasan, Carole Orchard, Brenda Sawatzky-Girling, Theresa Schopf, Dennis Sharpe, Hassan Soubhi

Regrets: Liz Harrison, Grace Mickelson, Scott Reeves, Joan Sargeant, Esther Suter

Topic/Decisions	Action/ <i>Timeframe</i>
<p>1.0 Introduction (<i>John</i>)</p> <p>Agenda reviewed. Congratulations to Ruby, who has accepted a part-time secondment as the University of Manitoba's first Interprofessional Education Coordinator, effective October 1, 2008.</p>	
<p>2.0 Secretariat Update (<i>Brenda, Andrea, John</i>)</p> <ul style="list-style-type: none"> ▪ Health Canada proposal status <p>Proposal has been submitted to UBC Research Services for approval and signature. Budget estimates partner funding and in-kind contributions. Carole recommended including more references to <i>collaborative patient-centred</i>. Ivy suggested that in addition to exploring the role of the knowledge networks, that CIHC should incorporate specific questions in the evaluation that will allow assessing the extent to which the logic model has been met. Tangible data can then be used for sustainability planning.</p> ▪ Business plan – approach to partnerships being developed with Leading IP Change Forum planning process. CIHC's Not-For-Profit status still being explored. ▪ Upcoming Meetings <p>Important for CIHC to delineate which 'hat' CIHC representatives are wearing when we itemize upcoming meetings. As part of the dissemination strategy, CIHC members invited to speak could let Brenda know.</p> <ul style="list-style-type: none"> ○ Focus Group Dates: The Evidence for IPE – Andrea will organize these events with the Steering Committee host. ○ CHSRF Teamwork Workshop: Brenda, John, Ivy on Advisory Committee; CIHC is hosting a contest for which the prize is a trip to the workshop for up to 3 team members (deadline Oct 15). Some registration spots for students, but due to exam time it may be difficult to get students there. ○ Collaborating Across Borders II: John and Brenda are still identifying the role of CIHC with the local organizing committee. We have agreed to meet regularly. CIHC's funding is via contribution agreement with restrictions on how CIHC disperses 	<p>Brenda to incorporate references to patient-centred.</p> <p>Brenda to work with Scott to incorporate feedback into evaluation plans.</p>

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<p>funding, and this is challenging. Hopefully the call for papers will go out soon.</p> <ul style="list-style-type: none"> Library – Alix Arndt (new Library Project Manager) has been in touch with most of the projects and will encourage posting before Christmas. Communications items: New items: bookmarks, brochure targeted at students and brochure targeted at health providers. Sept 2008 newsletter released last week focusing on colleges. Next newsletter – mid Jan – will be interprofessional collaboration and Aboriginal health services. Carole requested bundle of communications items. Please note that these items will be available on CIHC's Resources Toolkit webpage – members can print them off at their location. 	<p>Andrea D to send Carole CIHC materials</p>
<p>3.0 Sub-committee/other updates</p> <p><i>3.1 Partnerships & Knowledge Exchange (Keith)</i></p> <ul style="list-style-type: none"> PKEC update was circulated with agenda. Authorship is a new working group, will be linked in with Library, will take a look at these authorship and intellectual property, will invite representatives from R&E and Curricula to participate. Publications (John) Vernon Curran is interested in producing a monograph focusing on the IECPCP projects in Canada. John proposes a collaborative effort. Estimated timeframe: 1-1.5 years. Potential outcome: develop 4 or 5 practical IPE workbooks. The following indicated interest during the teleconference: Hassan, Carole, Keith, Ivy. Ivy suggested CIHC sponsoring a Longwoods annual supplement (e.g. CPSI, editor Ross Baker, invite papers, essays, reflective policy documents). CIHC and CHSRF could look at issues such as collaborating to change practice. <p>Ruby queries what process we will use to recruit people and how do we engage others? Next steps: teleconference of Steering Committee members interested in moving initiative forward, and build outwards from there.</p> <ul style="list-style-type: none"> 'Leading Interprofessional Change' Forum – still in the conceptualization phase, identifying where is CIHC's role in terms of the national and provincial responsibilities. Invite input from all. 	<p>All interested in scholarly publications to indicate this to John ASAP</p> <p>All to provide input re Forum to Andrea B ASAP</p>
<p><i>3.2 NaHSSA (Jason)</i></p> <ul style="list-style-type: none"> Annual Conference (March 20-22, Kingston). Would like SC members to attend but haven't decided on any specific roles. New NaHSSA website will be online by December. Continuing to link with NaHSSA chapters and other organizations such as CISN. <p><i>3.3 Health Canada (Theresa)</i></p> <ul style="list-style-type: none"> Site visits (Kingston, BC) being conducted to inform best practices and barriers regarding collaborative practice units. 	

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<ul style="list-style-type: none"> ▪ Two consultants analyzing final reports from IECPCP initiative, will be used to inform decisions regarding 'practice revitalization' (federal HHR priority). ▪ Feb 2008 possible IECPCP and healthy workplace meeting. <p><i>3.4 Curricula (Carole)</i></p> <ul style="list-style-type: none"> ▪ Curricula update circulated with agenda. ▪ Inventory report: Carole and Vernon now constructing a glossary; including work of 4 sub-working groups. ▪ Competencies Framework Consultant – Juanita Barrett has received the contract to work with the Competencies Working Group from Oct to March. Next steps: set up a telecon to bring consultant in; identify a date for a 'competency' meeting, likely in Vancouver (Feb 2009). ▪ Co-chair vacancy – focus is to expand into the practice area, however most queries have been from the academic sector to date. <p><i>3.5 Research & Evaluation (Hassan)</i></p> <ul style="list-style-type: none"> ▪ R&E update circulated with agenda. ▪ Committee has made some headway on agreeing on the structure. Still using Cooke's framework to develop capacity building, one added component is that will align R&E Activities to CIHC mission and vision. ▪ Will start mapping CIHC recommendations (from CIHC reports) to Cooke's framework to ensure that work is relevant and integrated. ▪ Small meeting in February (\$15,000 allocated). Please relay ideas and interest to co-chairs. ▪ JRIPE – see update http://www.cihc.ca/resources/e-journal.html. Now waiting for manuscripts, first articles will be published in Jan-Feb 2009. 	<p>All to circulate Curricula co-chair description to practice sites</p> <p>All to provide input re research agenda to Hassan ASAP</p>
<p>4.0 Other Business</p> <ul style="list-style-type: none"> ▪ Next Teleconference – mid or end of Nov – dates to be circulated with minutes. ▪ Steering Committee Meeting – two days: Jan 21-22, 2009 in Toronto (tentatively at the Metropolitan Hotel - Details to follow). ▪ Translation – Hassan indicates a demand for French documents – and whether CIHC can increase the budget for translation. CIHC policy outlined in 2009-11 proposal aims to meet requirements of stakeholders and funders. 	<p>Brenda to circulate Nov teleconference dates</p> <p>Hassan to provide a list to Andrea B of CIHC documents that require translation</p>