



## Information Briefing Document

**Should never be longer than 3 pages TOTAL.**

**PREPARED FOR:** [insert name and title of recipient or recipient organization]

**TITLE:** Include the reason for the briefing note and why it is important to the reader, i.e. meeting; date and individuals attending; an emerging issue; a release of upcoming report etc.

### BACKGROUND

Important points that led to “today” - avoid unnecessary detail. **This section should include factual information only.**

1. Include a brief description of your work, including relevant information about the program; budget; when established; scope; population served, etc.
2. Who is the lead? (Include both CIHC leads, regional leads, etc.)
3. Why is it important to meet with the recipient organization? (i.e. are there common goals or objectives? Is there a need for stronger collaboration? Do you require policy or program changes within their organization in order to meet CIHC stated objectives?)
4. This section should put the issue in context and end with a statement on its current status.

NOTE: Recipient organizations can include government agencies, professional associations, regulatory bodies, unions, health employers, etc.

### DISCUSSION

(Allows drafter to give views and identifies implications for the recipient organization.)

### YOUR STRATEGIC ANALYSIS

Strategic analysis is an essential component of the briefing note. This is where you can inform the reader about how significant an issue is, provide the basis for making changes to a policy, decision or action, and project how the CIHC or your work, may improve or advance the agenda of the recipient organization. This is also an opportunity to position the issue within the recipient organization's overall strategic direction.

In working through your analysis of the issue, the following is a recommended outline and the questions that should be answered.



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*learning to work together, working to learn together  
apprendre à collaborer, collaborer pour apprendre*

1. What issue are you addressing (i.e. HHR planning, wait times, patient safety, curricula standards, scope of practice discussions)?
2. What impact does that issue have on the recipient organization and does it or could it have a significant effect on the organization's ability to meet its objectives?
3. What factors may cause the issue to escalate?
4. Who will be impacted by the issue if it escalates, and how?

*YOUR POSITION AND STRATEGY – to affect the development and/or resolution of the problem/issue, define the expected outcomes or objectives and formulate the actions we will take to support them.*

1. How can the work of the CIHC complement work being done by the recipient organization?
2. Will the work of the CIHC improve any part of the health system that is of particular interest to the recipient organization?
3. Are other affiliates or stakeholders involved? If yes, describe their relationship to the CIHC and identify who has been consulted?
4. Are you proposing a specific strategy for the organization and CIHC to collaborate on? Is the strategy consistent with established policies and procedures?
5. What is the desired outcome of the proposed actions?
6. Cite the evidence used in your analysis.

## **CONCLUSION**

No more than a one paragraph summary of who, what, why, where and how.

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**Signed by:** (include contact names, titles, phone numbers, email addresses)