



**Executive Committee Teleconference
September 1st, 2009
1:00 p.m. (Eastern)**

**Teleconference Call-in Number: 1-866-613-5223 Toronto 1-416-204-9354
Access Code: 3079227**

Minutes

Present: Fil Nalewajek, Dawn Davies, Mike Harlos, Kim Widger, Roberta LynnWoodgate, Marie-Claude Gregoire, Marli Robertson, Gillian Fernie (Staff), Cheryl Spencer (Observer),
Absent: Stephen Liben

1. Call to Order
 - Approved
2. Acceptance of the Agenda
 - Accepted
3. Update on CNPCC Sub-Committee (CNPCC)
 - Last teleconference was June 19th, 2009
 - The CNPCC website can now be found on the CNPCC website
 - Gillian to look into getting contact info for the sub committee and send to Mike
 - Now that the Terms of Reference are in place the committee will begin to work through them and develop a work plan.
 - Terms of reference are available on the CNPCC website
 - It was suggested to Fil, that the CNPCC could say "CNPCC operates as a standing committee of the CNPCC", Fil will bring this to the subcommittee at the next teleconference.
4. Pallium funding update – Mike
 - Mike Harlos spoke with Michael Aherne again regarding the left over money from a previous project. Discussion is ongoing about the potential to use these funds to develop national consensus on a core curriculum in pediatric palliative care
 - Mike H will hopefully see Michael Aherne in Winnipeg, to discuss funding.
 - Defer until October meeting talk about pursuing without Michael funding.
 - See if CHPCA can help in any way.
 - Gillian suggested that it may be possible that if the committee came up with questions etc for a survey, that CHPCA could send out via surveymonkey.

5. CHPCA Conference

- Ped's interest group meeting - agenda
- (Sunday Oct 18th 11:00 – 12:30)
- Gillian to email Mike the old agenda.
- Gillian emailed Mike the minutes from 2008 interest group meeting, could not locate agenda.
- Gillian send out an email list to pediatric list serve and make a request for people to think about competencies and bring them to the meeting.
- Mike, Marie Claude and Fil will be attending the meeting.
- Some ideas to think about at the meeting (agenda ideas) and questions to ask the group are:
 - Competencies as potential focus point.
 - What are you doing right now and how are they working?
 - Interested in looking at teaching to students, should we take an inventory of what is being done in different centres in medical residences.
 - Talk about who is doing what in the community and how to get that information out.
 - The norms were presented at last year's interest group meeting; we could ask the group if anyone is using the norms and is anyone working on standards. Have they been useful, are there any questions around the norms?
 - You want to get the message out that this is still important, support people in their practice.

6. Representation from across Canada

- Stephen Liben from Quebec, Marie Claude from Halifax, Lyse Lussier from Quebec and Marli Robertson from Calgary have joined the CNPCC.
- Welcome

7. Action List Review

- What is next?
 - The CNPCC would like to look at core competencies
 - Possible look into creating an on line survey asking questions such as, "what are the resources out there"? "Who is working on what issues"? , work on core
 - This would be an ongoing process and can look at it in early 2010.

8. Next teleconference Date and Time?

- Tuesday November 10th, 1:00 Eastern

9. Other Item

- Ask the CNPH subcommittee if they can invite the CNPCC committee to their face to face meeting in Winnipeg, on Saturday October 17th from 2:00 – 5:00 pm.
- It was brought up at this teleconference that there was a national database developed, the question asked was “where is this at, where is it going”?
- Many of the programs where different, there were different types of users therefore putting in different data.
- It was suggested that each place/facility could keep track of their own identifying data
- Are we going to continue to do what we have always done?
- The money is available to look at this it would be beneficial to pilot it on a couple of sites to see if it is beneficial.
- Mike suggested that there are different reporting needs.
- CNPCC will discuss operationalizing the database in November meeting.

10. Adjournment