



**Executive Committee Teleconference  
Thursday, September 11<sup>th</sup>, 2008  
2:00 p.m. (Eastern)**

Minutes

Present: Mike Harlos, Michèle Viau-Chagnon, Dawn Davies, Sharron Spicer, Roberta Woodgate, Maria Rugg, Filomena Nalewajek, Kim Widger and Greg Adams (staff) Gillian (Staff & Notetaker)

Absent: None

**1. Call to Order**

Fil called the meeting to order.

**2. Planning of the CNPCC Interest Group meeting in P.E.I.**

Mike, Greg and Gillian will be at the conference.

The discussion was based on building the agenda for the interest group meeting. The agenda should discuss key areas that the CNPCC has been involved in such as research, the Quebec Standards translation from French to English (Ronald McDonald), sent to CEO and Provincial Health Authorities, launched on the website in September 2008 and launched at the CHPCA conference. If the group look at the priorities that were presented at last years conference and work from those issues that will lead to the next steps.

CNPCC could look at priorities that have been covered – profile them and what dissemination has taken place

How have CNPCC worked with the general public, schools and education

Core competencies are an evolving issue right now, trying to work on similar issues with people who want more education in pediatric care.

Fil mentioned that at UBC there is a course in its 5<sup>th</sup> year regarding interprofessional education. This could be something to take a look at. Greg will send an email to see if there is an interest to be on a task group.

**3. Pediatric Resource Commons Project – Update (Greg)**

Greg gave a quick update of the Pediatric Resource Commons. This will be a repository for uploading and sharing resources for the care of children at the end of life.

The Pediatric Resource Commons is organized into the following categories and sub-categories:

Categories:

Education

Families and Informal Caregivers

Grief and Bereavement

## Sub-Categories

Pain Management

Pain Assessment

Symptom Management

Resources for Family and Friends

You can either **browse** the Pediatric Commons or **search** using key words.

You can **browse** within each category or within a sub-category. You will see a list of all of the items. Just select the category you want and hit search.

You can **search** the Pediatric Commons by typing in a keyword. You can choose to search the whole Commons by simply typing in your keyword in the box provided.

Or you can narrow your search by selecting a category before searching on your keyword – or narrow it further by selecting a sub-category.

Keywords

Category

SubCategory

## **Sharing Resources**

You can share resources in the Commons in three different ways:

You can **upload** a resource to the Commons for others to download

You can provide a **link** to another website that contains the source of the resource.

Or, if you just want to let people know about a resource, you can **describe** it and provide your contact information so that people can get in touch with you if they want more information.

When you upload your resource, an administrator at CHPCA reviews the submission before it is added to the Commons. You will be contacted if additional information is required. Please note this process may take up to 7 days to complete.

In order to add a resource you must register as a user. Your personal information will not be shared with anyone.

The Pediatric Commons also contains a Peer Review function. This enables users of the site to post and review comments concerning a specific resource. When viewing the details of a resource you will be able to view the comments and the overall rating the resource has receive. In addition, you will also be provided with the option to include your own remarks. Please note, in order to benefit from this function and include your personal notes, you must be logged in to the site as a user.

There will be a bilingual flyer presented at the conference to introduce the commons and it will be launched, as an added feature, along with the new CHPCA website at the CHPCA conference in October.

CHPCA would like to add a direct link from the CNPCC website to the Pediatric Commons.

Everyone on the committee thought this was excellent and that it will give a greater opportunity to view resources and information regarding pediatric palliative care in multiple ways.

**4. Grant Application**

Everyone agreed that the grant application that was circulated by Maria (Sick kids Foundation - Children's Health Agenda Grants) was indeed a positive grant to look at. CHPCA will bring the grant forward to Sharon Baxter at the CHPCA project meeting, in early October. Maria will contact the foundation and ask more questions about the proposal before continuing. CNPCC has a description for a director position that can be put into the grant application. If it is decided to apply for the grant CHPCA can start the preliminary questions.

**5. Research Discussion**

How do we let people know what is happening with Pediatrics. When CHPCA receives information it is enclosed in our AVISO newsletter. The research section at the website is kept current. Networking provides an effort for collaboration. If CNPCC is able to receive some funding they can then play a more advocacy role. There is a conference in Montreal in September, the educators are meeting from the various children's hospitals for a meet and greet. They will be talking about issues with pediatric hospice palliative care. Fil and Mike will be attending and will update us on the next teleconference.

**6. Action**

- Action list reviewed briefly, Greg will update the list
- Maria to contact foundation regarding the proposal
- Greg to review grant application with Sharon at CHPCA project meeting in early October
- CNPCC has a description for a Director position, they will send along to CHPCA
- If it is determined that CNPCC will apply for the Children's Health Agenda grant then CHPCA will start the preliminary questions
- Greg to send email regarding interprofessional task group

**7. Next teleconference Date and Time?**

The next teleconference is for October 1<sup>st</sup>, 2:00 p.m (EST)

**8. Adjournment**