

**Executive Committee Teleconference Minutes**  
**November 20, 2006**

Present: Mike Harlos, Roberta Woodgate, Filomena Nalewajek, Kim Widger, Michelle Viau-Chagnon, Maria Rugg and Greg Adams (notetaker)

Absent: Honna Janes-Hodder and Sharon Baxter

**1. Call to Order and Welcome**

Mike welcomed everyone to the call.

**2. Acceptance of the Agenda**

The agenda was accepted with two additions:

- 6.3 Membership on the Executive Committee
- 6.4 Winnipeg Update

**3. Acceptance of the Minutes of Sept. 11, 2006**

The minutes were accepted as presented. Mike Harlos will post the minutes on the CNPCC web site.

**4. Montreal Congress Debrief**

The following CNPCC Executive Committee members were able to attend the CNPCC Interest Group meeting in Montreal: Mike Harlos, Filomena Nalewajek, Michelle Viau-Chagnon, and Maria Rugg. Maria Rugg is preparing the minutes of the Interest Group Meeting. The Interest Group discussions focused on the following issues:

- Strategy
- Creating capacity
- Concern about fragile pediatric programs
- Medical Nursing Point of View – national standards of training

**5. Working Groups Update**

• **Research Group**

- Nothing new to report at this time.
- Kim agreed to send out research questions to the CNPCC list serve.
- Maria agreed to give Kim a copy of a booklet distributed at the CNPCC Interest Group by Hal Siden.

• **National Survey Group**

- Kim and Maria reported that they have met once since the last teleconference. Both agreed that the data from the national survey would compliment a CIHR Surveillance Study being conducted by Kim. The Executive agreed and asked Kim and Maria to continue working on this. Kim reported that she hopes to have something for the Executive to review before the end of January. The Executive discussed possible dissemination ideas including the Journal of Palliative Care and AVISO. An update will also need to be sent to those who completed the survey.

- **Education Group**
  - Discussions have been held with Christine Newman regarding Mike's idea of purchasing resources. A number of ideas have been discussed. Christine and Mike will set up a time to discuss this further.
  - Filomena reported that CHiPPS is incorporating the CHPCA/CNPCC pediatric norms within their adult model.
  - Maria reported that the CHPCA national conference will be incorporating pediatrics as a stream that bisects all of the workshop themes.
- **Norms of Practice**
  - Greg reported that the CNPCC Logo has been incorporated into the cover page of the Pediatric Norms and has been updated on the CHPCA web site. The committee agreed that it wishes to pursue the idea of selecting a children's picture or drawing for the front cover of the norms. Both Filomena and Maria agreed to send artwork to Greg for consideration. Greg will send out an e-mail to the committee members asking for suggested artwork. Once the artwork is received the committee will review all submissions and choose one for the front cover.
  - Dissemination: The committee discussed the ongoing dissemination of the pediatric norms. The committee agreed that the pediatric norms need to be disseminated more widely to the pediatric health care community. Greg will send the committee an e-mail asking for the names and contact information of groups who should receive the pediatric norms. They will receive a cover letter signed by Filomena, Mike and Sharon Baxter with the copies of the pediatric norms. We will aim to have the letters out in early February.

## 6. Other Business

### 6.1 Canadian Free Standing Pediatric Hospices

Filomena reported that she and Michelle have been discussing the rise of pediatric hospices in Canada. To date there are 3 pediatric hospices operating Canada: Canuck Place, Rogers House and Rose Cherry Home for Kids. In the coming years new pediatric hospices will be opened in Montreal, Calgary and Toronto. With the increase in the number of pediatric hospices, a question has been raised regarding the need to create a formal or informal network of pediatric hospices. The committee was asked to think about this and will discuss this issue at the next teleconference.

### 6.2 Quebec Pediatric Standards

The committee discussed the new pediatric standards just released in Quebec. The committee agreed that it would be beneficial if these standards could be translated into English. Greg agreed to provide a quote for translation to the committee. The CHPCA will also add this idea to its list of possible projects for funding.

### 6.3 Membership on the Executive

A question was raised regarding the need for new members on the committee. The terms of reference indicate that members can serve for a maximum of two years. Given this, a number of the committee members will likely need to be replaced in the coming months. Kim also reported that due to other commitments she would like to resign from the committee. Greg will send out the process CHPCA committees use to solicit new members. This item will be added to the next agenda.

### 6.4 Winnipeg Update – deferred to next teleconference

**7. Next Teleconference Date and Time** – Monday, January 22<sup>nd</sup>, 2007 at 1:00 pm (Eastern)

## 8. Adjournment