

Central Hospice Palliative Care Program Transition Committee Meeting

Wednesday, July 13, 2011

11:00 A.M. - 1:00 P.M.

Central LHIN Boardroom

60 Renfrew Dr., Suite 300, Markham, ON

Attendees:	Dr. Nancy Merrow Chair, CHPC Program	Karen Weisberg Coordinator	Marta Krywonis St. Demetrius
	Victoria van Haemert Central LHIN	Yvonne Ashford Central CCAC	Elaine Walsh Community Representative

Welcome & Introductions	The meeting started at 11:15 A.M. Introductions were made. Elaine Walsh was introduced and welcomed by Nancy Merrow.
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Issue	Approval of Agenda and Minutes from June Meeting
Discussion	Some items were added to the Agenda that had been tabled from the last meeting.
Outcome	The Agenda and Minutes were approved and passed.

Issue	Terms of Reference
Discussion	Nancy Merrow brought Elaine Walsh up to speed on the items that were discussed at the June meeting. Regarding the Terms of Reference, Elaine questioned how the Member Selection for the Program Council was going to happen and wanted clarification on the organizational chart. Victoria Van Hemert reiterated that the system goals will remain the same: efficiency, quality integration and collaboration. Marta Krywonis requested that under Mandate, we rephrase it to read: "To that end the program seeks to measure and improve..." She also suggested that under Membership, we include decision support . It was also suggested that under Methodology, we include: patients, families, providers, and interested parties . Victoria Van Hemert suggested that a Terms of Reference be created for the Transition Committee.
Outcome	It was decided that Karen Weisberg would draw up a draft ToR for the Transition Committee based on the LHIN Board's approval from the May 31 st meeting. The Terms of Reference for the Program Council will not become public until it is refined and approval from the LHIN Board is given (in 2012).

Issue	Vision, Strategy, Sense of Urgency, Quality Indicators
Discussion	Nancy Merrow's slide presentation was discussed. Some changes were

	recommended. Karen Weisberg is updating the Workplan in order for the elements to happen
Outcome	Nancy will refine the presentation in preparation of Stakeholder Meetings. Karen will continue to update the Workplan.

Issue	Questions for Stakeholder Engagements
Discussion	Karen Weisberg presented a number of initial questions for Stakeholder Engagements. The Transition Group refined a number of them and suggested other questions. The discussion also centred around customizing the questions for various sectors. For example patients and families will be presented with some different questions than agencies. Marta Krywonis also suggested doing some one on one interviews with patients and/or families.
Outcome	One on one interviews will take place. Additionally, we will hold focus groups with families, agencies, and other providers initially (Phase 1).

Issue	Stakeholder Engagement Identification
Discussion	There was no time for discussion.
Outcome	Tabled for next meeting.

The next meeting will be held August 10, 2011 11:00 -1:00 at Central LHIN Boardroom.