

## QELCCC Committees 2014

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### Executive Committee

Mary Schulz (Education Committee)  
Melody Isinger (Advocacy Committee)  
Diana Rasmussen (Caregiver Committee)  
Sharon Baxter (Research Committee)

### Advocacy Committee

Melody Isinger (Co-Chair)  
Nadine Henningsen (Co-Chair)  
Denise Page  
Kim Taylor  
Marli Robertson  
Jennifer Kitts  
Patrick McIntyre  
Sharon Baxter (Secretariat)

### Education Committee

Mary Schulz (Chair)  
Brenda Hearson  
Kathryn Downer  
Kate Murzin  
Julie Wilding  
David Henderson  
Nadine Valk  
Judy Donovan Whitty  
Doreen Oneschuk  
Doug Momotiuk  
Sharon Baxter (Secretariat)

### Caregiver Committee

Srini Chary (Co-Chair)  
Diana Rasmussen (Co-Chair)  
Marjorie Morrison  
Karine Levesque  
Jennifer Campanolo  
Sandeep Sodhi  
Shirley DeMerchant  
Sharon Baxter (Secretariat)

### Research and Knowledge Translation Committee

Pat Strachan (Co-Chair), Sharon Baxter (Co-Chair)  
Mireille Lecours  
Vicki Lejambe  
Nuala Kenny  
Scott Secord  
Christopher Klinger  
Sharon Baxter (Secretariat)

### Awards Committee

Sharon Baxter (Secretariat)  
Melody Isinger (Advocacy)  
Judy Donovan Whitty (Education)  
Mireille Lecours (Research)  
Sandeep Sodhi (Caregiving)

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## Advocacy Committee

**GOAL: DEVELOP A FEDERAL ELECTION STRATEGY AND ACTION PLAN FOR THE QELCCC MEMBERS**

**OBJECTIVE: Undertake a Strategy Inquiry to define our “Asks” for the federal party platform propositions (Based on the Blueprint for Action)**

Task/Activity	Date	Task Leader and/or Team Members	Costs/Resources Needed	Steps	Outcome	Evaluation Method
<b>Determine capacity and level of engagement of QELCCC members in advocacy</b>	March 2014	Nadine / Melody	Survey through secretariat	<ul style="list-style-type: none"> <li>Develop questions for survey</li> <li>Disseminate to QELCCC members with short turnaround</li> <li>Summarize results</li> <li>Identify priority members to target</li> </ul>	Identify organizations to actively support advocacy work	# of members actively involved in advocacy actions
<b>Create support for NDP motion M-456 calling for Pan-Canadian standards on palliative care</b>	March 27 2014	All	Secretariat (CHPCA)	<ul style="list-style-type: none"> <li>Develop letter of support – March 11</li> <li>Send request to all QELCCC members (with link to motion) with closing date of March 25</li> </ul>	QELCCC support for motion	# of members that sign on to letter
<b>Refresh QELCCC briefing paper and “asks”</b>	March 2014	Nadine	QELCCC secretariat The Way Forward reports / data	<ul style="list-style-type: none"> <li>Review past brief and include new data from The Way Forward, outlining issue and options</li> </ul>	Document for distribution to federal parties Awareness of issue	Final briefing paper
<b>Engage QELCCC Members Target one with advocacy priority</b>	April 2014	All	QELCCC Mailing List	<ul style="list-style-type: none"> <li>Send brief to QELCCC members – encourage inclusion in their election strategies</li> <li>Identify potential events (hill lobby days, etc) to leverage our message</li> </ul>	QELCCC messaging promoted by Partners	# of joint Partner meetings Awareness of QELCCC messages with members
<b>Luncheon on Parliament Hill</b>	May 2014	Nadine	Partner with Canadian Caregiver Coalition QELCCC Caregiver group	<ul style="list-style-type: none"> <li>Confirm caregiver ‘ask’ with QELCCC caregiver group members</li> <li>Include key messages in luncheon discussion</li> </ul>	All party members awareness of issues	# of MPs, Senators with QELCCC Caregiver Asks
<b>Support National Hospice PC Week May 4-10</b>	April/May	All	CHPCA resources	<ul style="list-style-type: none"> <li>Determine how the QELCCC can support this event, e.g.                             <ul style="list-style-type: none"> <li>Press release</li> <li>Webinar</li> </ul> </li> </ul>	QELCCC support and awareness	# of attendees on webinar

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<b>Support MP Champions</b>	TBC	Melody / Nadine	CHPCA Advocacy team	<ul style="list-style-type: none"> <li>Present to Standing Committee on Health with CHPCA</li> <li>Bring PC issues forward to ESDC</li> </ul>	QELCCC & CHPCA shared advocacy	# of Joint meetings
<b>Determine party positions on Quality End of Life</b>	May / June	All	Align with CHPCA work	<ul style="list-style-type: none"> <li>Target party directors &amp; staff</li> <li>Develop a letter with questions on their position on QELC</li> <li>Amalgamate responses</li> <li>Community to QELCCC members</li> </ul>	Understanding of party positions	# of responses to letter
<b>Update Election Toolkit</b>	Oct / Dec	All	QELCCC secretariat	<ul style="list-style-type: none"> <li>Review and update messages / tools to reflect changes and new Asks</li> <li>Disseminate kit through website and notification to partners</li> </ul>	Practical tools for all QELCCC members Grassroots mobilization	# of hits to download from website
<b>Patient Stories</b>	July - Dec	Communications	The Way Forward	<ul style="list-style-type: none"> <li>Leverage resources to capture patient stories to reinforce messages</li> </ul>	Videos, experiences	'Real life' issues in election

**GOAL: SUPPORT BLUEPRINT FOR ACTION PRIORITY 2 "PROFESSIONAL EDUCATION" ( Have an adequate number of trained professionals and volunteers to provide end-of-life care to all Canadians)**

**OBJECTIVE: Build awareness with Professional Organizations regarding interdisciplinary education and competencies**

Task/Activity	Date	Task Leader and/or Team Members	Costs/Resources Needed	Steps	Outcome	Evaluation Method
<b>Develop a series of briefing papers outlining issue and actions – targeted to each professional group</b>	June - Sept 2014	Kim	Blueprint recommendations The Way Forward Pallium	<ul style="list-style-type: none"> <li>Confirm resources to develop papers                             <ul style="list-style-type: none"> <li>Briefs targeted to: physicians / nurses / therapies / personal support workers</li> </ul> </li> <li>Reinforce blueprint key messages in each brief</li> <li>Target members of QELCCC</li> </ul>	Increase awareness Blueprint and priority 2 (issues and options)	# of briefs # of groups receiving paper
<b>Follow-up with members to gain feedback on suggested actions</b>	Sept – Nov 2014	Kim	Targeted Survey	<ul style="list-style-type: none"> <li>Survey to QELCCC members soliciting feedback on issue / actions</li> </ul>	Input and direction to shape QELCCC "asks"	# of responses
<b>Craft a QELCCC "ask" and position statement and include in advocacy actions</b>	Nov – Dec 2014	All		<ul style="list-style-type: none"> <li>Review and align feedback – reinforce &amp; enhance recommendation in Priority 2</li> </ul>	Ask on priority 2 in QELCCC brief	

Caregiving Committee

Task/Activity	Date	Task Leader and/or Team Members	Costs/Resources Needed	Steps	Outcome	Evaluation Method
<b>Improve the uptake of National Caregiver Day (NCD)</b>	April 5, 2014	<ol style="list-style-type: none"> <li>Caregiving Committee</li> <li>Canadian Caregiver Coalition (CCC)</li> <li>CHPCA</li> </ol>	Time of the secretariat. The CHPCA already has a sponsor for NCD marketing materials	<ol style="list-style-type: none"> <li>Name Change: Advocate for the name to be officially changed to “Caregiver Day”</li> <li>Support the CHPCA NCD Campaign and assist with materials dissemination</li> <li>Work with CCC and CHPCA for marketing, uptake, social media and webinar</li> <li>Develop a caregiving fact sheet with demographics, myths.</li> <li>Develop infographic and dedicated e-blast for NCD</li> </ol>	Improved uptake of NCD among QELCCC Members, general public, corporate Canada	Post NCD report that contains social media stats, downloads of materials, webinar attendance etc.
<b>Media Uptake of Caregiver issues</b>	Ongoing through the year	<ol style="list-style-type: none"> <li>Secretariat</li> </ol>	Time of the secretariat	<ol style="list-style-type: none"> <li>Pitch articles about:                             <ol style="list-style-type: none"> <li>Compassionate Care Benefit</li> <li>Compassionate companies</li> <li>Possible pitches to: Globe and Mail, CBC</li> <li><a href="http://seniors.gc.ca">seniors.gc.ca</a> caregiving portal</li> </ol> </li> </ol>	Improve general public knowledge about key caregiver issues	Media monitoring of Caregiver news
<b>Disseminate information for Caregivers</b>	Ongoing	<ol style="list-style-type: none"> <li>Secretariat</li> <li>Members</li> </ol>	Time of the secretariat	<ol style="list-style-type: none"> <li>Raise awareness of organizations that provide services - Travel at short notice due to family member death &amp; cost.</li> <li>Repository of caregiving resources, where to host?</li> <li>Market information on <a href="http://eolcaregiver.com">eolcaregiver.com</a></li> </ol>	Improve knowledge of avail. services	?
<b>Compassionate Companies project</b>	Ongoing throughout the year		Time of the secretariat	<ol style="list-style-type: none"> <li>Assist the CHPCA with their efforts in this project</li> <li>Send a survey to our members asking what compassionate benefits they give employees to add to pre-existing data from CHPCA</li> </ol>	Improve compassionate care benefits in corporate Canada	Survey, reporting, uptake ?

				3. Develop award		
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### Education Committee

Task/Activity	Completion Date	Task Leader and/or Team Members	Costs/Resources Needed	Steps	Outcome	Evaluation Method
<b>Inventory of Educational Tools</b>	Late April, 2014	Nadine	Vanessa's time	<ol style="list-style-type: none"> <li>1. Find out if QELCCC members using tool (today)</li> <li>2. Email coalition members seeking their review and updates to the current Educational Tools Inventory by March 7.</li> <li>3. Update inventory based on their feedback received.</li> <li>4. Include section of additional resources beyond the QELCCC organizations</li> <li>5. Reformat and provide live links within the tool</li> <li>6. Post on QELCCC website so more accessible (coalition members agreed to same Jan 25<sup>th</sup>)</li> <li>7. Encourage coalition organizations to link to tool from their website and also other related sites (CHPCA, CVH etc).</li> </ol>	<ol style="list-style-type: none"> <li>1. Updated plan with new resources</li> <li>2. Coalition members using it and sharing resources with their staff, members, patients/families</li> </ol>	<p>Google analytics</p> <p>Website pop-up for feedback.</p>
<p>2. Promote the Integration of Palliative Care :</p> <p>Plan and deliver a webinar that</p>	Schedule webinar for latter part of October or early November/2014	Lead: Mary/Judy/Kate	CHPCA covers approximate cost of \$1000/1500 depending on amount of	<ol style="list-style-type: none"> <li>1. Book webinar date and time via Vanessa – book for 1.5 hr.</li> <li>2. Create draft outline for PPT by June.</li> <li>3. Develop 1 hr PPT presentation over summer/early fall; building in</li> </ol>	Host another successful webinar	Attendees, evaluation feedback, and webinar metrics (can we ask participants registering their years of palliative care experience, years in health

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<p>addresses integration into various settings -using patient case examples based in various team/ setting (eg. elderly man wishing to stop dialysis in long term care setting, person living with ALS in community setting, critical care (ICU or ED) and highlighting disability or cultural or social needs, value of complementary therapy)</p>			<p>attendees. Possibly getting a member to sponsor the session.</p> <p>Consider minimal charge of ?\$10.00 per participant to sign in for webinar and to receive certificate for continuing education</p>	<p>discussion questions and allowing 30 minutes for dialogue.</p>		<p>care, where they work, do they have access to pc team support?, etc)</p> <p>Integration of palliative care into practice settings (difficult to measure difference due to webinar)</p>
<p>3. Letter sent from QELCCC to endorse inclusion of palliative care in undergraduate curriculum of key disciplines – initially start with 5-6 disciplines (medicine, nursing, social work, spiritual care, OT/PT/SLP, ?pharmacy)</p> <p>Letter should include an invitation for feedback indicating where the</p>	<p>Research current competencies/integration progress by each discipline, decide which ones will be targeted this year and create mailing list by March 15</p> <p>Prepare letter by April 15, 2014</p> <p>Mail letters by May 15, 2014</p>	<p>Dr. David Henderson / Brenda Hearson / Julie Wilding (connect with Kathy Downer)</p>		<p>4. Coordinate with Advocacy Group                      5. Creation of the mailing list of disciplines – by March meeting                      6. Prepare letter(s) by April, 2014                      7. Mail letter by May, 2014 (e.g. send to national body for the 17 medical schools in Canada, that will forward to their faculties)</p>	<p>Disciplines have palliative care competencies in place.</p> <p>Faculties report/ demonstrate inclusion of palliative care in curriculum and the extent/commitment to this in hours/courses/etc. Create list of national bodies representing key disciplines, ensuring</p>	<p>How many letters sent? Responses from the letter, collate and report</p>

educational programs are at in integrating palliative care.					that they have palliative care competencies	
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### Research and Knowledge Translation Committee

Work plan items	Task/Activity	Date	Task Leader and/or Team Members	Costs/Resources Needed	Steps	Outcome	Evaluation Method
<b>Implement Blueprint actions and next steps</b>	'Mapping of research activities and funding opportunities of the membership through a survey.	By the end of 2014	Vicki has volunteered to create the surveys.	Possible use Survey Monkey. CHPCA has full access to this.  Dropbox for repository space or CPAC.	Feb/March for first meeting.	Completion and Presentation at the next annual meeting.	In development
<b>Influencing research funding bodies</b>	Nomination of people to the CIHR college of reviewers  Follow up with CIHR, IOA, TVN, IHSPR and any other funding bodies about funding opportunities and future research	By the end of 2014	Patricia will facilitate, but done as a group.	CHPCA needed to send out nomination possibilities to the membership	Create a process for the nomination  Create criteria for the list  Create the list	A nomination will go out to CIHR college of reviewers	In development
<b>Disseminate HPC related evidence</b>	Create a plan for development of knowledge repository of HPC	By the end of 2014 we will have a plan	committee members	Collaborate with partner organizations	Collaborate with partner organizations inside the QELCCC	We will have a plan for development of knowledge repository of HPC	In development

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	related evidence  Need to identify researchers working in palliative care				including TVN, NICE, CPAC, CVH, etc...  Committee will arrange a conference call with key groups for early spring.	related evidence	
<b>Liaise with the current work being done on indicators by the Way Forward and offer advice and guidance re: dissemination</b>	Follow up on the indicator piece of TWF	By the end of 2014	Entire committee	N/A	Liaise with TWF executive	Status quo report on indicator piece	In development