



EDUCATION & TRAINING COMMITTEE

MINUTES

November 8, 2018 from 1:00 to 2:30 pm ET

Voting Members in Attendance: Denise Stockley (Chair), Kathryn Downer, Brenda Gamble, Carmel Montgomery, Kim Neudorf, Mariko Sakamoto, Pat Strachan,

Regrets: John Muscedere (Scientific Director & Chief Executive Officer), Paula Chidwick, Annette Garm, Andrea Mayo, Aaron McKim, Fran Seymour, Kevin Woo

Non-Voting Members in Attendance: Carol Barrie (Executive Director, CFN), Jennifer Fowler (Rapporteur), Amber Hastings-Truelove, Claire Notman

1. Welcome

- The meeting was called to order and new members were welcomed by Chair Denise Stockley. New members are Annette Garm, and HQP Mariko Sakamoto, Fran Seymour, and Andrea Mayo.
- Denise invited ETC members to forward names of potential new members for consideration.

2. Updates

Competition Launch (2019 SSA & IFP):

- Denise encouraged ETC members to forward the call for 2019 SSA and IFP applicants. The launch is earlier this round based on feedback from ETC members asking for more time to review/adjudicate IFP application packages.
- ETC members are encouraged to visit the newly re-launched CFN website.

3. HQP Times

- Denise noted that Training is exploring new communication initiatives and invited suggestions on how we can use LinkedIn more effectively.
- Amber spoke about the launch of a monthly email ([The HQP Times](#)) that will go out to all current CFN HQP in an effort to build community, interactions, and engagement among all HQP. ETC members will receive this publication and are encouraged to share with others and send applicable stories for inclusion.
- Denise made note of CFN's Facebook page.

4. Training Modules

- Amber noted that a main goal of the online training modules is to encourage/foster contact and cross pollination among all HQP (SSA, IFP, and Project HQP). She emphasized that CFN training modules are not recreations of existing modules. Rather, existing content had been translated into a frailty framework.
- Amber thanked those for the feedback already provided, invited continued feedback, and will edit the modules based on this feedback.

Feedback:

- The product is clear and contains good imbedded videos.
- The Orientation to Frailty and Frailty Assessment modules both had the same link.
- There is a typo in the External Placement section of the Policy Manual.
- The 2018 Interdisciplinary Fellows do not find Slack to be user-friendly. It was noted that it is easy to lose one's place in the module as links/Slack open in a second window. Denise asked Mariko to compile comments from the 2018 IFP cohort and forward to Amber.
- There were questions concerning the audience and evaluation process. Denise noted that the audience is not definitive as users are made up of SSA (undergrads), IFP (Master's Students, PhDs, and Post Docs and/or Working Professionals), and Project HQP (anyone attached to a project). She explained that category determines what modules are mandatory and that modules are intended for neophytes versus experts. Amber pointed out that there are links within each module that allow participants to delve deeper should they wish. In terms of evaluation, there are questions at the end of each module and HQP are encouraged to discuss topics via the Slack link (free online meeting space). There is also an exit survey upon program completion in order to determine what was beneficial and what needs adapting/improving
- It was suggested that the 1989 source within the Cultural Competency Module be replaced with something more current/relevant.
- It was questioned whether content had been reviewed from an Indigenous perspective and Amber noted that an Indigenous Health Science recruiter reviewed content.
- Denise encouraged feedback post meeting to ensure continuing enhancement/improvement of the training modules.

5. Other Business

Needs Assessment Survey:

- The Needs Assessment is in its final stages of editing. Amber will forward to the ETC and network for feedback.

Professional Development Survey:

- Current IFP indicated they need help with (1) Social Media Branding/Self-Presentation and (2) Mixed Methods/Qualitative Research. Carol will seek potential candidates to provide initial one-hour webinars on these topics and follow-up with discussions/presentations at the next CFN Conference.
- The next ETC meeting will deal with 2019 IFP application adjudication.