

PHO and IPAC GTA collaboration on CIC Study Group- Oct 2016

September 13, 2016: Rohit, Barley and Zahir briefly met and agreed to have a bigger discussion to explore the possibility of IPAC GTA members facilitating CIC study group.

Subsequent Action: Melissa sent out an email to all the IPAC GTA members to join in this first meeting if they would be interested in facilitating CIC study group in some ways.

Rohit updated colleagues at PHO- IPAC Central region about this initiative and if they would like to be a part of this discussion.

September 29, 2016; 10:30-11:30am: *Rohit Garg, Sarah Eden, Barley Chironda, Zahir Hirji, Melissa Avanness, Heather Candon, Kamyab Ghatan (Siennaliving) and Bin Baral (volunteer) called in. Rohit, Sarah and Heather (previously from CEICN) shared how RICNs have conducted CIC study groups in the past- lectures, presentations, discussing questions, some field trips (e.g. sterilization and reprocessing). Everyone discussed how can we use Adobe connect, teleconference and in-person modalities. It was decided to first check who and how the people are committed to attend this study group and also ask some questions around the modality. Plan to send out to anyone in GTA even if they are not member of IPAC GTA.*

Subsequent Actions: Heather developed a short survey which was reviewed and finalized by the group. Call for interest was sent out by Melissa to IPAC GTA list and also by Kathy Torkos, Madeleine, Jo-Anne Burt to reach out stakeholders in GTA on Oct 3, followed by a reminder on Oct 10 and 11th. On Oct 15 survey was closed out and Heather shared the Survey Monkey responses with the rest of the group.

October 24, 2016; 10-11am: *Rohit Garg, Sarah Eden, Barley Chironda, Zahir Hirji, Melissa Avanness and Eva Skiba (Heather excused).* Group discussed results from Survey Monkey. Important highlights:

- About 60 people responded and most of whom are committed to write exam within 3-6 months
- Majority of people expressing interest are from East of GTA (about 22 respondents) and Toronto (about 21 respondents). Remaining 15 were from either West of Toronto or far North.
- People were interested mostly in-person learning but there were others who can join remotely depending on location
- Mostly were in favor of attending late afternoon and some said after work hours

Based on this group agreed to the following:

- CIC study group will run from second week of Jan to second week of March 2017 (total 9 sessions in 9 weeks)
- Each session will run for 1.5 hours (max is 2 hours)

- Mix modality will be used with two in-person locations (downtown Toronto and somewhere East of Toronto). It will be the same facilitator facilitating the session while the other facilitator will remotely connect and assist local audience. This is to maintain consistency in sessions. People who cannot attend will be provided adobe connect and teleconference links to join.

- Day of the Week: Not finalized yet but since Heather agreed to travel to East of Toronto she gets a preference to pick a day (avoiding Monday and Friday).

-Content/Sessions: There will a brief presentation provided on each topic to go over some IPAC vignettes or to cover most hot topics. Most of the time will be spent on discussing Q & As from the APIC study guide (5th or 6th edition). Content will be based on APIC text and study guide however if participants choose to bring questions from elsewhere it will be shared in advance with the rest of the group.

-Logistics: IPAC GTA has Adobe Connect account and also teleconference line. Facilitators will be reimbursed for their travel to a remote location by IPAC GTA (Barley shared their policy). If it's possible for the facilitator and depending on availability at the session location some refreshments should be provided for the participants (will be reimbursed).

-Marketing: There was a discussion that CIC study group will be advertised in a way to encourage participants to only join if they are writing their exam by June 2017. There will be another session in the following months for those who plan to write CIC exam late in 2017.

Facilitators: Rohit, Sarah Eden, Heather Candon, Barley all agreed to facilitate atleast one session out of 9. Zahir has a conflict. Preference is for someone who is already CIC and has experience giving education in the past.

Subsequent Actions: - Barley is going to connect with Heather about going to East location and which weekday works for her.

- Rohit will share topics for 9 sessions.

- Rohit will connect with Kam and Bin Baral if they agree to facilitate one of the sessions.

- Barley and other IPAC GTA members will see if anyone else wants to be a facilitator.

- Next meeting is planned for Nov. 9 if possible and invite facilitators.

Nov 9, 2016 10:00 am to 10:30 am: Rohit, Sarah and Kamyab Ghatan present. Shared minutes and tentative study group schedule with Kamyab. Kam agrees to facilitate a topic and also offered that their corporate office in Markham (Hwy 7 and Woodbine) may spare a meeting room for people in that area. List of facilitators volunteering has been updated in the schedule. Please review and add/edit.

Pending: 1) In –person location in Toronto and East of Toronto yet need to be established. They should be committed for the all the 9 sessions.

2) Day of the week and time of the day yet need to be finalized.

3) Need more facilitators to sign up.

4) Since people who completed the survey are anxiously asking about the details of CIC study group- A final program and message need to be sent out as soon as possible (targeting next week Nov 16/17)

Dec 1, 2016: After a few email exchanges Anna and Zahir offered to host at Michael Garron Hospital and The Scarborough General Hospital- Birchmount Campus. We have finalized agenda for the sessions and assigned two facilitators for each location to go over the presentations and facilitate Q&A discussions. Decided with 3-5 pm sessions on Thursdays. Waiting for directions for the meeting rooms and parking information at the two locations. Rohit shared last year's CIC study group presentations offered by CRICN office. Eventbrite all set and will be live coming Monday Dec 5, 2016 and will be closed on Dec 23.

Dec 15: Sarah Eden , Barley Chironda, Melissa Avanes and Rohit Garg (rest members excused) : following were discussed:

- 1) Rohit updated that 38 people have registered so far and expecting to have 10 more by the time eventbrite closes.
- 2) Discussed to send out a message to all registrants by end of next week that includes following. (Rohit will formulate the message and share with others in the group before sending it out):
 - a. Advice to purchase or loan a CIC study guide and familiarize with contents before coming to the sessions. This will be used to discuss questions
 - b. Provide directions to the in-person locations and webinar + teleconference information to the participants
 - c. Create a short survey to establish baseline preparation and expectations of the participants
- 3) Barley will get in touch with Anna and Zahir to get directions to the meeting rooms at the hosting hospitals.
- 4) Agenda: Melissa is now facilitating Jan 19 as Sarah has other commitments that day. Sarah will be happy to cover the last ones that were left TBD. Rohit will confirm last time with other facilitators.
- 5) Virtual Networking: Discussed about have a private group on linkedin or google group as shown in the CBIC website where participants can continue to discuss their questions or help each other with CIC. It was decided that we can offer this to participants during our first session however it won't be a responsibility for facilitators to monitor it or confirm answers there.