

Canadian Psychological Association

Section on Psychologists in Hospital and Healthcare Centres (PHHC)

Business Meeting Minutes Friday, June 6, 2014, 8:00-8:55 a.m. Vancouver, B.C.

Present:

Kerry Mothersill (Chair), Joyce D'Eon (Secretary), Bob McIlwraith, Peggy O'Byrne, Jessica Flores, Deanne Simms, Lorne Sexton, Vicky Wolfe, Andrea Piotrowski, Robin Adkins, Brent Hayman-Abello, Susan Jerrott, Theresa Newlove, Marilyn Ransby, Kerri Ritchie, Lana Hawkins, Peter Henderson, Trish Furer, Lara Hiseler, Bonnie Purcell, Fanie Collardeau, Suja Srikameswaran, Theo De Gagne, Simone Kortstee, Janice Cohen, David Pilon

1. Approval of the Agenda

Kerry Mothersill welcomed attendees to the Section's second business meeting. The agenda was approved as circulated.

2. Approval of the Minutes of the June 14, 2012 Meeting

The minutes were approved as circulated. Moved: Bob McIlwraith; Seconded: Jessica Flores and passed unanimously, with no abstentions.

3. Chair's Report

Kerry Mothersill, PHHC Section Chair, noted that:

- There are now 417 members of the Section with 160 regular members and 381 student affiliates. This represents a 25% increase from this time last year and this is now the 2nd largest CPA Section.
- The dues were purposely kept low to help grow the Section and it has worked as there are many student members.
- The Section Executive have met through seven teleconferences
- A fantastic newsletter has been produced and circulated by email.
- We have our first Student Section Award today and will review the policies and procedures for awards

There are three retiring members: Joyce D'Eon (Secretary Treasurer), Paul Greenman (Member-at-Large), and Jessica Flores (Student Representative).

Continuing members are: Bob McIlwraith (Chair), Kerry Mothersill (Past Chair) and Peggy O'Byrne (Member-at Large).

The Executive positions that need to be filled are member-at-large, and a student member.

4. Secretary Treasurer's Report

Joyce D'Eon, PHHC Section Secretary/Treasurer noted that the Sections' balance at the end of the fiscal year (December 31, 2013) was \$802.26. The balance as of May 30, 2104 was \$1,877.84

Seven PHHC Executive teleconference meetings took place on:
September 16, October 25, December 3, 2013, and
January 14, February 25, April 28 and May 27, 2014.

The idea of raising fees for Regular members from \$10 to \$15, and for students from free to \$5 was discussed.

The ways in which funds could be spent included:

- supporting invited speakers
- increasing number or amount of awards for students
- expanding the number of awards for members (e.g. lifetime achievement)
- subsidize the student representative on Executive Committee to travel to the ABM at the CPA convention
- sponsor a preconvention workshop
- support the development of additional guidelines relevant to hospital Psychology

An additional suggestion for additional funds was offering webinars. Vicky Wolfe, who from the leadership committee, noted their survey results indicated members in leadership positions want more direct contact with others in similar positions. Offering a workshop during convention was suggested to facilitate the kind of interaction you don't get during webinar.

There was some concern about costs associated with webinars, however Theo De Gagne noted he could help support communications for the Section.

Two motions were brought forward.

- To raise regular member Section fees from \$10 to \$15.
Moved: Robin Adkins; Seconded: Susan Jerrott, passed unanimously, with no abstentions.
- To adopt a student member Section fees of \$5.
Moved: Kerri Ritchie, Seconded: Brent Hayman-Abello, passed with 13 in favour, 11 against, with no abstentions.

5. Communications Committee Report

Bob McIlwraith, Chair of the Communications Committee, reported that:

- 4 issues of the Newsletter were circulated.

- The newsletter consists of: Leading Practices, Member Profiles, “Cross-Country Check-up”, Recommended Reading, Section Business, and Hospital Photos
- Bob encouraged people to submit in any of these areas
- Bob thanked all the contributors and the committee of: Debbie Emberly, Mary Pat McAndrews, Dawn Phillips, as well as Josée Paliquin of CPA.
- The Section is now looking for someone to take over the Newsletter as Bob takes over as Section Chair.

6. Guidelines Committee Report

Kerry Mothersill, Chair of the Guidelines Committee, reported that one member, Camillia Clarke, retired on January 30th. The other members are Margaret DeCorte, Joyce D’Eon, and Lorne Sexton.

The Committee has developed a collection of existing guidelines. In addition they have developed two documents, one which is aspirational – a Guideline for the Organization of psychology in Hospitals and Health Centres. The second one is a Resource Guide for Managers of Psychologists, an operational guide which is designed as a template that can be modified to suite the needs of various organizational structures.

Copies of the two documents were circulated for discussion; they have not yet been approved.

7. Leadership Development Committee Report

The members of the Committee are Peggy O’Byrne, Vicky Wolfe and Simone Kortsee and they outlined the committee goals and actions as follows.

Goal

1. Enhance systems of communication among Psychology Professional Practice Chiefs and Leaders, and Psychology Department Chiefs

Actions Taken

- – further developed leadership list with email addressed – goal completed

2. Develop strategies to gather information on key issues related to psychology leadership practice and roles in hospitals (e.g., leadership structures, leadership roles and responsibilities, best practices for assuring strong psychology practice in hospitals and health centres; benchmarks for key areas of practice)

Action Taken

- developed survey and established workshop to start ball rolling for on-going leadership contacts and communications
- Prepare article for the newsletter for each edition

3. Develop leadership capacity both within the discipline of psychology but also within other sectors in hospital settings (managers and directors, team leaders, in mental health, health, community services).

Actions Taken

- At our workshop this year, we will have a discussion around leadership development, incorporating what brought each of us to our roles and how we developed our styles; discussion to ensue related to how to further develop our leadership skills.
- Established a three person group to work on these issues and worked together throughout year.
- Developed a list of current psychologists that hold leadership roles in health centers.

Projects to consider for 2014-15

- Consider a pre-conference workshop next year at CPA on this topic (e.g., a combination of a training session and a meeting of Psychology chiefs and leaders)
- Consider organizing a full conference on leadership roles in Canadian health centres in the future, perhaps including other disciplines as well) – for discussion at workshop
- Identify key responsibilities of psychology chiefs and leaders in hospitals and health centres (e.g., hiring; quality assurance); Identify the institutional supports needed so that psychology chiefs and leaders can successfully carry out our roles (e.g., budgets for continuing education, integral role in hiring processes)

Other Goals for 2014-15

- Recruit one or two new members of our committee
- Collecting documents related to leadership and leadership roles in health care centres:
- document ideas and information pertaining to Leadership issues in hospital settings

The workshop was held the previous day and the committee plans to go forward with the following projects for 2014-15: recruiting new members, collecting documents and information pertaining to leadership issues in hospitals

8. Awards Committee Report

The Committee consists of Paul Greenman (Chair), Joyce D'Eon and Peggy O'Byrne. As Paul was unable to attend Kerry Mothersill presented the report.

As per the policies and procedures adopted in 2013:

- Each year, the awards committee of the PHHC section of the Canadian Psychological Association accepts nominations for the *Excellence in Hospital and Healthcare Psychology Award*.
- The award is bestowed upon a psychologist who has made significant contributions to psychology in hospitals and healthcare centres in Canada.
- The award may not be given out every year.

The Award Criteria are:

- Significance of contributions to psychology as a profession
- Impact of contributions on patient access to psychological services
- Impact of contributions on the hiring and retention of psychologists
- Creation of new opportunities and development of positions for psychologists in healthcare service
- Other significant contributions to hospitals and healthcare centres

Three new nominations were received in 2014, and one was carried over from 2013.*

**Nominees who do not receive the award in a given year are automatically considered for the two years following their initial nomination.*

The 2014 Excellence in Hospital and Healthcare Psychology Award Recipient is Dr. Jonathan Eustace and Kerry Mothersill read the citation.

For the first time in 2014 there will be an award for the best student poster presentation at the PHHC poster session of the Convention. The submissions will be adjudicated during the Convention and the Award recipient will be announced via email to all members

9. Student Representative's Report

Jessica Flores presented the report

Convention Program:

- Advocated for program content that can both:
 - Inform practitioners and administrators on advances in psychology in hospital and clinic settings, *as well as*
 - Inform students on how to effectively integrate into such a unique practice and research environment.
 - Outcome: Two symposia at CPA 2014
 - Future: Canvass for submissions and suggestions for the section's sponsored content no later than September with a reminder on 1 November through the professional and student membership listserv, website, and newsletter
 - Goal: Encourage more student submissions to the section through supervisors, administrators, and student contacts

Social Events:

- Proposed a student Meet-and-Greet after the Section's Annual Meeting to:
 - Network
 - Share experiences re: internships, programs, research
 - Outcome: Approved by section with the first try-out at CPA 2014
 - Future: Obtain student feedback to decide
 - Goal: Motivate student participation at the Section's Annual Meeting and begin a sense of community through connections in an informal setting

Student Awards:

- Requested financial support for students to help them defray costs to attend CPA
- Developed submission guidelines and selection criteria
- Outcomes:
- Submission guidelines and selection criteria approved by section
- Funds to top submission (\$150 and certificate) and recognition (Honorary Mention and certificate) for runner-up approved by section
- Announced in the section's newsletter volume 1.3 and 14-NOV-2013 e-mail
 - Future: Announce in student quarterly e-mails, section's non-student e-mail listserve to tap submissions prodded by supervisors, and newsletter: Obtain feedback from Executive on 2004 regarding improvements to process and logistics
 - Goal: To give visibility to valuable work done in hospital and clinic settings that may be discounted as routine work and to encourage more submissions to the section

Engaging Student Members:

- Newsletter
 - Highlighted student participation and award opportunities
 - Outcome: Contributed content to two volumes of the section's newsletter
 - Future: Include content in each newsletter
 - Goal: Maintain a student-based perspective
- E-mail Listserve:
 - Encouraged participation in the section's Executive deliberations about ongoing and emergent student issues on 14-NOV-2013
 - Outcome: No replies from student membership
 - Future: E-mail students with updates and news on a quarterly basis
 - Goal: Maintain the gateway to participation open in order to increase students' familiarity with the section with the aim to increase comfort and interest in engaging with the section
- Website
 - Proposed that the student award, student roles' nominations, and student relevant information is posted on the website when ready
 - Outcome: Work in progress
 - Future: Include the PHHC student award on the CPA Student Section's Student Award webpage
 - Goal: Increase section's visibility, student's role in the section, and encourage student submissions to the convention
- Executive Student Representative
 - 2014-2015 Executive Student Representative role opened to student membership, with ongoing collection of expressions of interest and pending vote at the June 2014 Section's Annual Meeting
 - Outcome: 1 expression of interest received
 - Future: Invitation to student members to submit expressions of interest was sent in the section's newsletter 2.2 and in an early May-2014 email

- Goals (most immediate): Increase student contact with the section and increase student submissions to the annual convention
- New Student Committee
 - First-steps taken to set-up the section's Student Committee, with ongoing collection of expressions of interest and pending vote for 2-3 members at the June 2014 Section's Annual Meeting
 - Outcome: Invitation to student members to submit expressions of interest was sent in the section's newsletter 2.2 and in an early May-2014 email
 - Future: Support the Executive Student Representative
 - Goals: Facilitate an on-going cross-Canada information feed and network based on student activities such as internships, research, publications, and potential collaborations

Jessica Flores noted that the main goal was to increase student participation.

10. Election of New Members of the Executive Committee

Kerry Mothersill reported on the following nominees:

- Chair Elect – Deanne Simms
- Secretary Treasurer – Peter Henderson
- Member-at-Large – Theo DeGagne
- Student Representative - Lara Hiseler

Kerry asked if there were any nominees from the floor. None were received so a motion was brought forward to approve all of the new members of the Executive Committee together; moved by Lorne Sexton and Seconded by Brent Hayman-Abello and was passed unanimously, with no abstentions.

11. New Business

Kerry Mothersill noted that the documents discussed in the Guideline Committee Report will be posted. The Guideline for the Organization of Psychology in Hospitals and Health Centres will have to be reviewed by the CPA Board.

Bob McIlwraith and Kerry Mothersill thanked the members who are leaving – Joyce D'Eon, Jessica Flores, and Paul Greenman. They were given a gift from the Section which they much appreciated.

12. Adjournment

Motion to adjourn Theo De Gagne; seconded, Bob McIlwraith.
The meeting was adjourned at 8:55.