

Canadian Psychological Association

Section on Psychologists in Hospital and Healthcare Centres (PHHC)

Business Meeting Minutes Friday June 14, 2013, 8:00-8:55 a.m. Quebec City, Quebec

Present:

Kerry Mothersill (Chair), Joyce D'Eon (Chair), Bob McIlwraith, Lorne Sexton, Vicky Veitch Wolfe, Andrea Piotrowski, Paul Greenman, Mary Pat McAndrews, Robin Adkins, Sharon Guger, Jessica P. Flores, Brent Hayman-Abello, Susan Jerrott, Jessica Furtado, Maxine Holmqvist; Sandy Klar, Theresa Newlove, Marilyn Ransby, Peggy O'Bryne.

1. Welcome and Introduction

Kerry Mothersill welcomed attendees to the first business meeting with a Section 'Happy Birthday' as it is one year to the day since the Section was formed.

2. Approval of the Agenda

The agenda was approved as circulated.

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

The minutes were approved as circulated.

Moved: Mary Pat McAndrews; Seconded: Theresa Newlove and passed unanimously, with no abstentions.

4. Chair's Report

Kerry Mothersill, PHHC Section Chair, noted that:

- There are now 417 members of the Section – 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 teleconference
- A fantastic newsletter has been produced and circulated by email.
- We have our first Section Award today and will review the policies and procedures for awards
- Two Executive positions need to be filled, one for member-at-large and the other is student member

5. Secretary Treasurer's Report

Joyce D'Eon, PHHC Section Secretary/Treasurer outlined the following meetings had taken place:

- June 14, 2012 (Formation Meeting, CPA, Halifax, Nova Scotia)
- 7 PHHC Executive Meetings held by teleconference
September 11, October 25, December 13, 2012;
February 4, March 18, April 29, June 4, 2013

In regard to Section finances:

- The Section now has a BMO Community Account
 - low-cost account for non-profit organizations
 - Deposit CPA: \$1,113.50
 - Expenditures: \$101.64 Award Plaque
 - Balance: \$1,011.86

Acceptance of the Secretary Treasurer's report was moved by Sharon Guger, seconded by Lorne Sexton and passed unanimously, with no abstentions.

6. **Committee Reports:**

- **Communications Committee**

Members: Bob McIlwraith (Chair), Debbie Emberly,
Mary Pat McAndrews, Dawn Phillips

Bob McIlwraith reported that the first Section newsletter was circulated in April.

- There is now a call out for leading practices for the August issue
- For the Fall issue there will be a call for articles from small hospitals.
- There is a contest looking for the best brief description of who psychologists are and what they do. It's important to be affirmative and have a brief response available whenever you may need it.
- This time next year we'll be looking for a Section Newsletter editor.

- **Guidelines Committee**

Members: Kerry Mothersill (Chair), Camillia Clarke,
Margaret DeCorte, Joyce D'Eon, Lorne Sexton

Kerry Mothersill reported on the committee's activities

- Development and Collection of Leading Psychology Practice Guidelines:
There are psychology practice guidelines and the Section Committee would like to have a compilation of leading practices in health care psychology documented and available to Section members. This will help identify pockets of excellence in Canada, facilitate advocacy for services, and foster the development and growth of services or new programs for both psychologists and administrators.
- Guideline collection and development:
The process by which we review and vet guidelines is being discussed as well as how to best standardize how they are presented.

- Partnering with other CPA Sections
Kerry Mothersill noted that at the last Sections meeting he talked to the Chairs of the Health and Clinical Sections about this initiative and they are interested in partnering around these guidelines.
- Psychology Guideline Fact Sheets
Lorne Sexton suggested that we develop guideline 'fact-sheets' similar to the Fact Sheets use for clinical services. These would be most useful for other professions and health care administrators.
- Model of how Psychology might best be organized in Hospitals
A document outlining what organizational model works best for the profession is being discussed.
- Manager's Psychology Handbook
This is a document that is in development and would be useful for all members working in settings where psychologists have a reporting relationship to non-psychologists.
- **Leadership Committee**
Members: Vicky Vetch Wolfe (Chair), Peggy O'Bryne, Simone Kortsee

Vicky Vetch Wolfe reported that the Leadership Committee members met by teleconference and at the convention.

The goals of this Committee are to:

- Enhance systems of communication among Psychology Professional Practice Chiefs and Leaders
- 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)
- 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).

Progress has included:

- Developing list of current psychologists that hold leadership roles in health centers
- Establishment of a group to work on these issues
- Collecting documents related to leadership roles in health care centres

In regard to directions, the following are being considered:

- Develop educational and mentorship programs for psychologists in hospitals and health centres.
- 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)
- Organize a full conference on leadership roles in Canadian health centres in the future, perhaps including other disciplines as well)
- 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).

Awards Committee

Members: Paul Greenman (Chair); Joyce D'Eon, Marcie Blah,

Paul Greenman noted that the bulk of the work for this Committee has been to put together the policies and procedures.

Paul Greenman said he had the privilege and honour of presenting the first *Excellence in Hospital and Healthcare Psychology Award* to Dr. Ian Nicholson of the London Health Sciences Centre.

Paul outlined Ian's contributions to psychology in healthcare in Canada a teacher, administrator, supervisor, researcher, mentor, colleague, and friend. Ian has held many public service and leadership roles with international, national and regional psychological associations, including APPIC, CPA, CCPPP, and OPA. He is renowned for the rigour and integrity of his work and for his ability to instil an understanding of, and appreciation for, the highest ethical standards of psychological practice. Ian continues to play a key role in the development of the profession and was applauded for his contributions leading to this Award.

As Ian Nicholson was unable to be at CPA his award will be brought to him by Brent Hayman-Abello. A photo will be taken with the award for the Section Newsletter.

Nominations for next year's award will be announced in the Section Newsletter.

7. Adoption of Awards Policy and Procedures

Below are the policies and procedures for the PHHC Excellence award:

Each year, the awards committee of the PHHC section of the Canadian Psychological Association will accept nominations for the *Excellence in Hospital and Healthcare Psychology Award*.

- The award is to be 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.

Nomination Process

- 1) A call for nominations will appear in the Section Newsletter.
- 2) The call for nominations will specify that a letter from a section member is required, in which the member indicates the name and institutional affiliation of the nominee, along with details of the nominee's noteworthy contributions to the advancement of psychology in hospitals and healthcare settings.
 - *The call for nominations will also indicate that two supporting letters from section members and a copy of the nominee's CV must be forwarded to the chair of the awards committee in order to consider the nominee for the award.*
 - The Chair of the Awards Committee will receive 1 nominating letter, 2 letters of support, and 1 CV for each nominated candidate.

Selection Process

- 1) The Chair of the Awards Committee will forward copies of all nominating letters, letters of support, and CVs received to the other members of the awards committee.
- 2) The Chair of the Awards Committee will organize a meeting with the other members of the awards committee, during which the committee will select the award recipient based on one or more of the following criteria:
 - *Significance of contributions for psychology as a profession*
 - *Impact of contributions on patient access to psychological services*
 - *Impact of contributions on the hiring and retention of psychologists*
 - *Creating new opportunities and developing positions for psychologists in healthcare service*
 - *Other significant contributions to hospitals and healthcare centres*
- 3) The Chair of the Awards Committee will inform the Chair of the Section of the committee's choice.
- 4) The Chair of the Section will contact the nominee to inform him or her of the selection, and will invite the nominee to the section business meeting of the Canadian Psychological Association, where the award will be presented.

5) Psychologists who are nominated in a given year but who do not receive the award will automatically be considered for the following two years.

Acceptance of the Awards Policy and Procedure was moved by Andrea Piotrowski and seconded by Jessica Furtado, and passed unanimously, with no abstentions.

8. Student Representative's Report – Marcie Balch

In Marcie Balch's absence, Kerry Mothersill presented the student's report. Marcie Balch noted her role as Student Representative on the Executive has been to provide student-informed feedback to the direction and initiatives of the section. She noted that the section has 272 Student Affiliates (68% of the membership).

Student activities include:

- student articles in the Section Newsletter
- future workshop and/or symposium at the Convention addressing student concerns about working in a healthcare setting.
- recommendations to better prepare students for placements and employment in healthcare settings.

If anyone has and questions, comments or ideas please contact Marcie Balch at marcie.balch@gmail.com.

9. Nomination and Election of Section Members to Executive Committee

- Member-at-Large (two-year term)
Vicky Wolfe nominated Peggy O'Byrne, seconded Susan Jerrott, passed unanimously with no abstentions.
- Student Representative (one-year term)
The Student representative is renewable and Marcie Balch expressed an interest in renewing her term. Jessica Flores of BC Children's Hospital expressed interest in being the Student Representative. Kerry Mothersill noted that members of the Students section need to vote on nominations

10. Proposed Survey

Kerry Mothersill noted that the Section would like to survey members and CPA may help run the survey. Areas to be covered include how psychology is structured in healthcare settings and evaluations of how well the structure is working. This could help support new leaders.

11. Other

Call for Committee Members:

Kerry Mothersill noted that members can help by being on one of the Section Committees. Please let Kerry know if you're interested.

CPA Demand and Supply Summit

Lorne Sexton noted that the CPA Demand and Supply summit is taking place in the fall to discuss meeting the needs of psychologists in the future. Andrea Petrowski will be attending the meeting.

A call for electronic dialogue around the issues for Section members was suggested and Kerry Mothersill noted that he would send out a request for input.

12. Adjournment:

Motion to adjourn Paul Greenman, seconded, Bob McIlwraith.

The meeting was adjourned at 8:55.

