Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

Draft Minutes

EXECUTIVE COMMITTEE MEETING

Sep 20, 2021

Present: Stephanie Greenham, Sean Kidd, Kelsey Collimore, Kerry Mothersill, Rebecca Vendittelli, Joseph Pellizzari Amanda Pontefract (recorder)

1. Approval of Minutes from May 25, 2021 (All)
   - Minutes approved

2. Approval/ Additions to Agenda (All)
   - Agenda approved

3. Chair’s Report (Stephanie)

   - Welcome to new PHHC Executive members

   - Bylaw changes - update

     o Executive had prepared bylaw changes, but there has been a change to Terms of Reference (TOR) We need to wait until TOR are approved, before Joe can officially join the Executive
     o Changes need to get to the board for approval by November

   ACTION: Stephanie will draft revision TOR

   - Goals for 2021/22
     o Optimize uptake of Google Group
       § Launched during pandemic, didn’t get a lot of traction
       § We need to encourage members to sign up for it
       § Executive can model how to use it, so members can see the value
o Continue to identify PPL/Chiefs and facilitate leadership networking opportunities

o Plan for virtual Town Hall based on survey feedback (Stephanie)
  ▪ Rationale is that many members not approved to travel for psychology activities
  ▪ We would like to offer something to our members this year

o On-demand CPA Continuing professional development (webinar content)
  ▪ We need to review this option and what it entails

o Convention planning-speakers, awards
  ▪ Planning needs to start soon
  ▪ We will need direction regarding in-person vs virtual

o Advocacy for recruitment/retention of hospital psychologists
  ▪ Discussed whether or not the section will take this on, and the form it would take
  ▪ Note that Sean had done a review, Royal too
  ▪ Need to take the temperature across country, environmental scan, and determine if context specific
  ▪ Develop recruitment/retention strategies
  ▪ Are there different issues at stake for retention vs recruitment
  ▪ Look at students and PL’s for guidance
  ▪ Consider mentoring for new hires in specialized programs
  ▪ Consider bringing this forward to CPA
  ▪ We could look at data and frame as QI
  ▪ We can build up PL list, and this might be an issue to gain interest
  ▪ What is working well, where there aren’t recruitment issues?
  ▪ PL list- check with CPA- re list of hospitals where there are psychologists

ACTION: Amanda to follow up with Karen Cohen Re: HealthCare CAN survey

- Executive positions
  o Role clarity (Communication/newsletter; COVID, Leadership)
    ▪ Deferred

4. Reports from Executive

a. Communications Report (All)
   - Newsletter
     ▪ Discussed restarting a newsletter and the format it should take
     ▪ We could update on what we are doing as a group
     ▪ Members could update on what they are doing across country
     ▪ One pager was suggested with longer term goal for Psynopsis issue
   - Webinars
     ▪ Discussed under 3.0- Chair’s report- Goals for 2021/22
   - Communication Platform (All)
     ▪ Discussed under 3.0- Chair’s report- Goals for 2021/22
     ▪ List serve/ Google Groups (Stephanie)
     ▪ PL List
b. Secretary – Treasurer’s Report (Amanda)
   • Awards – have allocated funds to these, as per voting at AGM
   • We will have approx. 5,665.90, once all our award/honoraria commitments are paid

c. Student Report (Rebecca)
   • Will continue to offer free student membership ($1 admin fee)
   • Rebecca will look to recruit students for the student committee

5. Meeting schedule (Amanda)

   October 25, 1:00 p.m. EST

6. Adjournment

   2:00 p.m. EST