

**PSYCHOLOGISTS IN HOSPITALS AND HEALTH CARE CENTRES**

**SECTION OF THE CPA**

CANADIAN  
PSYCHOLOGICAL  
ASSOCIATION



SOCIÉTÉ  
CANADIENNE  
DE PSYCHOLOGIE

**PSYCHOLOGUES EN MILIEUX HOSPITALIERS ET EN CENTRES DE SANTÉ**

**SECTION DE LA SCP**

## Canadian Psychological Association

### Section on Psychologists in Hospital and Health Centres (PHHC)

#### Draft Minutes

EXECUTIVE COMMITTEE MEETING

September 22, 2020

Present: Simone Kortstee, Stephanie Greenham, Vincent Santiago, Sandra Clark, Cheryl Nekolaichuk; Amanda Pontefract (recorder)

1. Approval of Minutes from July 14, 2020 (All)
  - Minutes approved
2. Approval/ Additions to Agenda (All)
  - Agenda approved
3. Chair's Report (Stephanie)
  - Update from Section Chairs meeting: We will need to plan for submission to our section programming for 2021 Convention
    - We will need to identify a review coordinator
    - Highly likely Convention will be virtual in 2021
    - No date set yet, CPA is open to feedback on virtual format, scheduling
    - Sandra has offered to coordinate reviews again this year
    - We could consider if we want to have smaller, interactive sessions as well

**ACTION:** Stephanie to reach out to proposed speakers for last year and see if they are willing to participate in 2021

- Virtual AGM, Aug 18, 2020
  - PHHC AGM – bylaw changes need to be proposed and submitted to CPA
  - Executive positions- role clarity (Communication/newsletter; COVID, Leadership)
    - Only changes to existing Executive are Simone moving to Past-Chair, Stephanie moving into Chair
    - Next meeting, will discuss the specifics of the required roles; what is essential, and other tasks (e.g. convention, communication)
    - This will be helpful to recruit new members-at-large

**ACTION:** Amanda to add discussion around roles to next meeting

**ACTION:** Amanda to send out the existing by-law TOR document for review in advance of next meeting, so we can document proposed changes when we next meet

- Emerging Issues
  - COVID issues- virtual care, student concerns
  - Virtual Town Hall
    - YouTube Channel subscription
    - Zoom Webinar subscription
    - Software to link the two live.

**ACTION:** Stephanie to follow up with Cara Bernard

#### 4. Other business

- Update from Professional Affairs Committee
  - Psychologists employed in hospitals and health centres nationally
  - CPA and CAOT- working group-Scope of practice -Psychology and OT
  - Stephanie also finding some national information from Alberta on benchmarking of psychology practice (e.g. time required for specific services)

#### 5. Reports from Executive

- a. Communications Report (All)
  - Newsletter
    - Can we pay someone to assist with newsletter?
    - We could add submissions how COVID changed my practice
  - Webinars
  - Communication Platform for PHHC Members
    - List serve/ Google Groups (Stephanie)
    - PL List
    - We can update information on website, and put in plug for Google platform

**ACTION:** Executive will review some of the other Section's newsletters before next meeting, with the goal to clarify if a newsletter meets our needs and what it should look like

b. Secretary – Treasurer's Report (Amanda)

- Financial support for virtual town hall
- Removal of student membership fee for 2021
- \$7076 in funds for PHHC

**ACTION:** Stephanie to let CPA know student members will not pay this year

c. Student Report (Vincent)

- One of last year's proposed presenters experienced data collection issues, due to COVID

**ACTION:** Stephanie will check to see if we still pay administrative fee if student have no membership fee next year

6. Meeting schedule (Amanda)

**ACTION:** Sandra to send out ZOOM invite for October 6, 2020

7. Adjournment

- Adjournment at 11:34 a.m. E.S.T.