



**CANADIAN NURSING INFORMATICS ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA**

June 22, 2009

10:00 am – 11:30 am EASTERN TIME

**PRESENT: June Kaminski (Chair)
Virginia Ellis
Elaine Perreault**

**Margie Kennedy
Tracy Shaben
Val Cartmel**

1.0 BUSINESS FROM PREVIOUS MINUTES

- 1.1. **eHealth Conference, Quebec City June 1, 2009**
Update on Breakfast meeting (Eithne) - deferred
- 1.2. **Membership Updates** (Mary Eileen) – Mary Eileen unable to attend but reported to June that 31 new members had signed up thus far for 2009 – 2010.
- 1.3. **Canadian Nursing Informatics Certification** – (June)

The CNA has suggested that a minimum of 200 candidates are needed annually to viably offer Specialty Certification through their program. If the focus is simply on advanced positions such as Clinical Informatics Specialist, and so on – this number may be difficult to achieve in Canada.

It was suggested that perhaps we should look at biennial certification.

June suggested that the informatics competencies we address become a standard for ALL Canadian nurses, with perhaps an advanced level or two for actual NI practitioners.

This would naturally lead to the CNIA working with CASN on a standard (or at least suggested) national Nursing school NI curriculum. This has been a mandate for the CNIA since its inception - one that is becoming more and more timely as technology, etc. progresses.

June has assessed the Certification process used in other nations – the most established is the US model. It is focused primarily on hospital systems and we want a wider scope than that.

Discussion about the Certification offered by COACH occurred which was adapted from USA standards. This too is focused on project management and legislation but does not address the full scope of Canadian Nursing Informatics.

Margie suggested we look at different models of assessment, rather than just the usual exam based process used for other specialties. One example is the Portfolio method of assessment.

Another suggestion was to look at the Competencies outlined by ONIG (available on their site).

Also the Dentistry department at the University of Alberta is beginning to include informatics in their curriculum, based on similar Competencies.

Virginia offered to organize the first meeting for the Certification Task Force. Task Force members thus far: June Kaminski (Chair), Virginia Ellis (Co-Chair?), Margie Kennedy, Tracy Shaben, Eithne Reichert?.

1.4. Conference 2009 Planning

June has sent several suggested speakers for the Conference to the Executive and has received feedback from some Board members. Others should send their suggestions in asap. Jeannie has also asked if we wish a speaker from Infoway to present. June suggested Peter Murray would be an excellent choice for keynote speaker considering our theme

June is designing an official Conference site that will include an area for members to write their suggestions for concurrent session themes, like the prototype created by Robin. June is using WordPress to design the site, so people can easily write their suggestion as a comment. The site will be at <http://cniac.ca/2009>

A summary of actions completed or in process to date is included in table below:

SUMMARY OF KEY TASKS FOR CONFERENCE ORGANIZING
1. Select host city - DONE: Toronto (Mississauga)
2. Select Venue - DONE: DELTA MEADOWVALE RESORT AND CONVENTION CENTRE
3. Select Dates (2.5 days for conference) DONE: Nov 22nd – 24th, 2009
4. Book Key Note Speakers - June sent Suggestions to Executive, please provide feedback
5. Put out Call for Paper Submissions - Jeannie is working on Call for Participation
6. Form Planning and Programs Committees - DONE: June – Chair, Planning, Eithne – Chair, Programs Several people have volunteered to be on the two committees
7. Market Conference – solicit Sponsors, Vendors - Jeannie working on Guidelines
8. Review submissions and draw up draft and final program - Process being organized
9. Registration – fees will be the same as in 2007 - June is setting up the registration payment area in our Commerce section which will feed directly to CNIA bank account.

2.0 NEW BUSINESS

2.1 . Nominations for new Executive Board 2010 and 2011 (June)

- a) **President Elect** – Dr. Margie Anne Kennedy
- b) **BC Jurisdictional Representative:** Sue Munro, Jan Carter
- c) **Open:** Treasurer
PEI, NWT, Yukon, (and Nova Scotia ?) Jurisdictional Representatives

Margie will be out next President Elect (2010 and 2011).

A vote needs to occur for the BC Jurisdictional Representatives since we have two standing nominations. A third nomination was also submitted for Susan Sepa but she graciously dropped her nomination to give the other two candidates a better chance of approval. It was suggested that only BC members should vote for their jurisdictional representative.

It was also suggested that we should articulate how provincial jurisdictional representatives are appointed. To date, there have only been one person interested, and some provinces and territories have never had a volunteer representing them. Provinces that have an official nursing informatics interest group usually appoint their current president as the CNIA representative.

We have not had any nominations for Treasurer.

2.2. Review of CNIA Bylaws - <http://cniac.ca/bylaws.htm>

We will review the Bylaws at the Conference. In the meantime, June will organize these into a more portable document (pdf).

Should we add that the CNIA account will be audited annually?

And what constitutes a quorum?

2.3. Review of Executive Board Member Roles -
http://cniac.ca/documents/exec_roles_2008.pdf

If we do find someone to fill the new suggested Treasurer position, we will need to add to the Roles and Responsibilities document.

It was also suggested that relationships with external organizations be added to the Board Roles and Responsibilities, such as CASN, accountants (annual audits), IMIA, etc.

NEXT MEETING: Late August 2009