

**Canadian Network of Pediatric Hospices (CNPH)**  
**Minutes of Meeting**  
**January 30, 2009**

**Present:** Filomena Nalewajek, Tannis , Rauni Salminen, Michelle Viau-Chagnon, Lyse Lussier, Gillian Fernie (CHPCA observer), Lloyd Cowin (recorder)

**Regrets:** Xina Chrapko, Joanne Gallevo, Marli Robertson

**1. Approval of Agenda:**

Accepted as presented. However, during the discussion, items 3c)—3i) were replaced with a discussion of Terms of Reference and goals. It was agreed that members looking for info on items 3c)—3i) could approach others individually.

**2 Business Arising:**

**a) CHPCA Funding and requirements**

Fil announced that Bayshore Home Health has agreed to support our teleconferences and meetings with \$5,000/year for two years. Bayshore wants to join us at our meetings as an observer. Fil is gathering info as to what they want from our meetings. Thanks to Fil and Gillian for obtaining this support!

Gillian Fernie would also like to attend our meetings as an observer. We agreed to include her on meeting invitations. Her e-mail address is: [gfernief@bruyere.org](mailto:gfernief@bruyere.org)

Face to face meetings will occur at the annual CHPCA conference. (Oct 18-21 in Winnipeg)

**2b) Name of our group**

All agreed to Canadian Network of Pediatric Hospices (CNPH)

**2c) Approval of CNPH a official subcommittee of CNPCC**

CNPCC approved CNPH as an official subcommittee. CNPCC is under the umbrella of the CHPCA. We are meant to be a forum for free-standing hospices.

**2d) Approval of CNPH represented at CNPCC**

Both Fil and Michelle sit on CNPCC and CNPCC have agreed to always have a member of CNPH on CNPCC.

**2e) Approval of use of CNPCC website**

CNPCC agreed to share the website [www.cnpcc.ca](http://www.cnpcc.ca) with us. All agreed this is a good idea. Everyone is encouraged to visit the site and consider info to put on there for us.

### 3. New Business

#### a) Staffing Models—

Maison Andre Gratton--1 RN, 1RPN, and nurses aids as required;

Canuck Place—1 RN for every 4 pts on acuity scale and RPNs and PCAs as required under the RN;

Roger's House—1RN required 24/7. Other staff scheduled as needed based on experience.

Medical Director paid at Canuck Place and Maison Andre Gratton; Roger's House has a Medical Director paid by the hospital.

**Action: Rauni to call Lloyd re how Medical Director works between hospital and hospice.**

#### 3b) Intake/discharge processes and forms

We could share criteria/processes/forms on the website.

#### 3c) Terms of Reference

##### Action:

i) Use CNPCC template to draft Terms of Reference (Lloyd)

ii) We should review the mandate of CNPCC so as not to duplicate. It is on the CNPCC website. (All)

iii) Gillian willing to mail hard copies of the national guidelines and norms of practice and Quebec Standards of Practice. E-mail her with your contact info if you would like a copy.

iv) Michelle is willing to share the Quebec adult hospice standards and Rauni can share the Ontario standards and Fil can share BCs.

v) Michelle will re-send contact list and all will add mailing addresses and phone and fax numbers.

vi) See attached draft (All)

#### 3d) Building Use of pediatric palliative care by health care professionals

Need to build early referrals to hospice on a unit by unit and clinician by clinician basis. Respond to needs when they present. Need to be patient.

**Next meeting: TBD**—proposed dates: April 24 or May 1 11 a.m.-1 p.m. EST