



Leaders' Conference Call Meeting Minutes

Date: April 10, 2008

Attendance: Ashley Ave, Linda Broz, Leslie Catron, Ronnalea Hamman, Joan Morgan, Wayne Neal, Joan Totka

Topic	Discussion	Conclusion and Assignments
Inventory Management	<p>Informal discussion at the beginning of the call about ongoing inventory issues. There were lots of good ideas and shared issues about patient/family education inventory management.</p> <p>Issues identified:</p> <ul style="list-style-type: none"> • Getting all materials on central inventory and on a Q3 review inventory. • Managing print vs. online, staff is still quite dependent on the print materials. How do we promote “just-in-time” printing? • Use of external databases (Health Encyclopedia, Pedipals, etc.) • Use of vendor material – if/how to incorporate it into inventory. • Time and resources required to manage a large inventory and how to advocate for more resource (staff, etc.) <p>Unique ideas:</p> <ul style="list-style-type: none"> • Contest during Health Literacy Week – have departments and clinics bring in all of their OLD patient/family education materials for a “weigh-in.” The group that brought the most material won watches for everyone in that group. 	This topic should be discussed at the PIPE annual meeting.
PIPE Meeting	<p>We have approximately 3 hours for PIPE business after dinner. Some topics suggested were:</p> <ol style="list-style-type: none"> 1. Inventory management 2. Competency testing in patient/family education (i.e. documentation). 3. Parent involvement in development/review of patient and family education materials. 	This format is to be confirmed at the next meeting.

Topic	Discussion	Conclusion and Assignments
	<p>4. Electronic materials (interactive patient systems)</p> <p>Some suggestions as to how to format the PIPE session could be set up.:</p> <ul style="list-style-type: none"> • Small table discussions for each topic and then each group would report back. We could ask members to submit questions beforehand. • Use a World Café setting, where there is a statement at each table and a series of questions. Groups rotate around to discuss. Theme: How do you enhance patient/family education or use the conference theme of building communities through communication. • Communities are staff, interprofessional, patients/families. 	
Group Updates	<p>Perform a needs assessment with PIPE members and develop strategies for recruiting new members.</p> <ul style="list-style-type: none"> • Created a database with all pediatric hospitals as well as hospitals with a pediatric unit. Matched with HCEA members. There are lots of gaps where hospitals did not have a corresponding HCEA member. • Created a survey tool for current PIPE members. This was taken to the HCEA Board meeting and it was decided that this will be expanded to be a broad survey for all HCEA members. 	
PIPE Membership List	<p>It seems that the current PIPE list may not be that accurate. It was suggested that HCEA needs to confirm its list.</p>	<p>Ashley to send an email to Christine that indicates that perhaps we do not have a comprehensive list and that HCEA should get a confirmation of member information.</p>

Minutes recorded by: Ronnalea Hamman

**Date of next call: May 8th, 2008
1100 Pacific; 1200 Mountain; 1300; Central; 1400 Eastern**