



## **AGENDA - CFAN Annual General Meeting and National Reports**

**Saturday October 15, 2011: Renaissance Suite (24<sup>th</sup> floor) of the Westin Hotel  
5:30 pm – 7:30 pm**

**5:30 – 6:00 pm Meet and Greet CFAN**

Come meet the steering committee! All CFAN members are welcome!

**6:00 pm – 6:30 pm CFAN's 2010-2011 Annual Report**

Presented by Lisa Hawthornthwaite and Sherri Wuetherick, CFAN Co-Chairs

**6:30 pm – 7:15 pm - National Update**

Presented by Frank Gavin, CFAN's National Family Liaison and Guest Dr. Sarah Jones, Chair of the <http://www.ccyhc.org/> and <http://www.paediatricchairs.ca/>

**7:30 pm – Optional Dinner Reservations:** Metropolitan Brasserie - <http://metropolitainbrasserie.com/>

Please RSVP for the AGM Meeting and/or dinner to [kouri@cheo.on.ca](mailto:kouri@cheo.on.ca)



**CFAN's 10<sup>th</sup> Anniversary Workshop**  
**Sunday October 16, 2011**  
**8:00 am – 5:00 pm**  
**Ontario Room – 3<sup>rd</sup> floor**

**A G E N D A**

7:00 am – 8:00 am  
**Buffet Breakfast** served in the Governor General foyer, 4<sup>th</sup> floor

8:15 – 8:30 am  
**Welcome from the CFAN Steering Committee**  
Lisa Hawthornthwaite and Sherri Wuetherick, Co-Chairs CFAN

**Welcome from Family Forum and Roger's House**  
Howard Babb and Ruth Hartanto

8:30- 9:00 a.m.  
**Introductions with Icebreaker**  
Lisa and Sherri

9:00 – 10:15  
**Patient and Family Centred Care: Where Have we Been? What Have We Accomplished? Where are We Going?**  
Keynote Speaker - Karen Wayman, Phd, LPHC Endowed Director of Family Centre Care  
Lucile Packard Children's Hospital at Stanford  
Child Development Specialist

10:15-10:30  
**Coffee break and nutritious snack**

10:30 – 11:30  
**Local Group Key Updates**

11:30 – 12:30 pm  
**Sydney's Spot** - Julie Drury and *John Graf*  
**A Family Journey towards Complex Care Coordination**

12:30 pm – 1:30 pm  
**LUNCH**



**1:30 pm – 3:00 pm**

**Key Decision Points for Creating an Effective Patient & Family Centered Care Program**

Karen Wayman, Phd, LPHC Endowed Director of Family Centre Care  
Lucile Packard Children's Hospital at Stanford

Creating a Patient & Family Centered Care Program:

- I. Setting Program Goals
  - a. Determining Institutional Readiness
  - b. Trending Your Institution
  - c. How to Match Institutional Readiness & Program Goals
  
- II. Creating the Infrastructure—Key Questions
  - a. Participant Characteristics
  - b. 1, 2, or 3 Tiered Parent Participant Program?
  - c. Recruitment Options
  - d. Screening Options
  - e. Orientation Components
  - f. Supervision Approach
  - g. Compensation

**3:00 – 3:30 Nutrition Break**

**3:30 – 4:45**

III. Key Decisions for Family Advisory Councils

- a. Council Function
- b. Authority
- c. Scope
- d. Membership
  - i. Term
  - ii. Leadership Role
  - iii. Health Care Providers?
- e. Proprietary Information?
- f. Logistics
  - i. Meeting time/place
  - ii. Agenda
  - iii. Minutes
- g. Council Management
  - i. Presenter Processes
  - ii. Parent Debriefing
  - iii. Partnership Building
- h. Communication/Visibility Plan
- i. Council Evaluation



#### IV. Closing: Creating an Embedded Model of Family Centred Care

- a. Developmental steps: From Advisory to Embedded
- b. How Do You Know When You Are Embedded?

**4:45 pm – 5:00 pm**

**Reflections of CFAN on 10<sup>th</sup> Anniversary**

Frank Gavin

**Thank you**

Lisa Hawthornthwaite & Sherri Wuetherick

**5:30 – 7:30 pm**

**CAPHC Welcome Reception**

**7:00 pm**

**CFAN Member Dinner Optional**

**Restaurant Reservation at [www.empiregrill.com](http://www.empiregrill.com)**

**All are welcome – please RSVP with an email to [kouri@cheo.on.ca](mailto:kouri@cheo.on.ca)**



**Monday, October 17<sup>th</sup>**

**Special Event ~ Children's Hospital of Eastern Ontario (CHEO) Family Forum  
Invitation to all CFAN members are invited to a tour of CHEO, Roger's House and  
to attend a live Family Forum Meeting!**

**3:30 pm**

Pick up at Westin - meet at Daly St. exit and transport to CHEO

**4:00-5:00 pm**

PFCC tour of CHEO and Rogers House

**5:00-6:00 pm**

Supper with Family Forum

**6:00-8:00 pm**

Family Forum meeting

**8:00 pm**

Transportation from CHEO back to Westin Hotel

Capacity: 56

*Questions about the tour: Email [kouri@cheo.on.ca](mailto:kouri@cheo.on.ca)*

*Have questions any of the CFAN event details?*

*Lisa Hawthornthwaite, CFAN Co Chair can be reached by phone or text at 519-671-2562 or  
[lisa.hawthornthwaite@sympatico.ca](mailto:lisa.hawthornthwaite@sympatico.ca)*

CAPHC Conference Planner Contact:  
Alysha Radvak  
Conference Manager  
Advance Group Conference Management  
101 - 1444 Alberni Street  
Vancouver, BC V6G 2Z4  
T: 604.661-4955  
C: 604-999-3604  
F: 604.685.3521  
[alyshar@advance-group.com](mailto:alyshar@advance-group.com)