



Canadian Hospice Palliative Care Association

Association canadienne de soins palliatifs

**Volunteer Issues Committee
2006-2007 Workplan**

#	Workplan Items	Action Items	Who is responsible for this?	Communication Strategy	Expected Outcome	Deliverables	Timeline
1	Volunteer Norms of Practice - Promote the consultation and consensus building process of the Task Group						
1A	Assist with the coordination of provincial partnerships and regional meetings to support the Task Group consultation process	<ul style="list-style-type: none"> - VIC will receive a copy of package for provinces by the end of February - Office will contact Marie-Eve to get list of Task Group members to send to VIC members - VIC members will contact Task Group members to offer support contacting provinces - VIC will contact provincial associations 	<p>Committee members</p> <p>Maureen will champion the Yukon Territory</p> <p>Krista will champion PEI</p>	VIC members to make phone calls and e-mails to Task Group members and provincial associations by March 2006	Provincial associations agree to partner with the Task Group on the planning of the provincial workshops	Workshop Planning begins resulting in workshops taking place in the spring of 2006	Ongoing
1B	Participate in the work of the Task Group by providing feedback to draft documents prepared by the Task Group	Review and comment on Task Group materials – notes provided with the materials will include timelines for feedback	VIC members	By surface mail and e-mail	VIC is given the opportunity to provide input into the process	Buy-In from the VIC	Ongoing throughout 2006
2	Education	Action Items	Who is responsible for this?	Communication Strategy	Expected Outcome	Deliverables	Timeline
2A	Promote volunteer	A VIC member will participate as a	Krista	Participations in	Increased volunteer		Feb. 2006 to

	attendance and participation in educational events at the regional, provincial and national level	<p>member of the 2007 Program Committee and will participate in the abstract review process</p> <p>Encourage the CHPCA Conference Planning Committee to consider the implementation of volunteer scholarships and/or bursaries</p>		<p>the Planning Committee teleconferences</p> <p>Provide updates to the VIC</p> <p>Use of communication tools such as AVISO, Monthly Update, VIC List Serves to provide information to members at large</p>	<p>attendance at the national conference</p> <p>Relevant content for volunteers is included in the conference program</p> <p>Volunteers, Volunteer Managers are engaged</p>		Nov. 2007
2B	Promote the inclusion of content relevant to volunteers and interdisciplinary team practice to the regional, provincial, and national conference planners	<p>Production of letters or documents highlighting the benefits of volunteer inclusion</p> <p>Produce letters for groups or organizations who excel at including the volunteer component in their conference or event program</p> <p>Use AVISO to highlight programs or conferences that have included the volunteer component in their event/conference</p> <p>Share articles with other provincial associations for consideration for their newsletters</p>	<p>Office will create the first draft of the letters</p> <p>VIC members to notify the office of groups who should get letters</p> <p>VIC members to write articles or solicit articles for Volunteer Connection in AVISO</p>	<p>E-mail</p> <p>Articles in AVISO</p> <p>Articles to share with provincial associations</p>	<p>Increased awareness of groups that ensure the volunteer component is included in their program</p>	<p>Other organizations become sensitive to the need to include the volunteer component in their program</p>	Ongoing
2C	Facilitate the production of a framework for the development of a national hospice palliative care	<p>This workplan item is dependant upon project funding.</p> <p>The committee will re-evaluate this workplan item once CHPCA has received notification of the funding decision.</p>					

	training manual for use by national voluntary health sector organizations						
2E	Explore the process for centers of learning to develop a basic course in certified hospice palliative care volunteer management	Contact centres of learning to inquire as to the process to move forward with the establishment of courses for certified hospice palliative care management	Maureen will investigate the process	E-mail results of inquiry to VIC	Identification of the process to move this workplan item forward	Process for moving this workplan item forward	Report back by March 15th
2F	Catalogue of existing resources & training materials for volunteers working with anticipatory grief, children and the bereaved	Compile a list of available resources for posting on the CHPCA web site	Emma will compile the first draft of this list	E-mail results to VIC	List of existing resources and training materials for volunteers working with anticipatory grief, children and the bereaved	List of resources	July 2006
2G	Promote the continuing education of volunteers in a variety of areas	Twice a year send suggestions to CHPCA On-Line Directory regarding topics and resource materials for continuing education Include articles on this topic in AVISO Include a feature in the Monthly Update just before Volunteer Week	All committee	E-mail information to the national office	Increased awareness regarding continuing education for volunteers	Collection of information regarding topics and resources for continuing information Articles for AVISO	Ongoing
3	Research	Action Items	Who is responsible for this?	Communication Strategy	Expected Outcome	Deliverables	Timeline
3A	Creation of a research forum (satellite) in conjunction with the 2007 CHPCA National Conference (Toronto 2007)	Work towards the inclusion of research regarding volunteer issues as part of research stream for the conference Consider planning a satellite workshop immediately prior to the start of the	Krista will bring this issue to the program committee meetings	E-mail updates to the VIC	Inclusion of research regarding volunteer issues within the research stream	Workshops about research into the volunteer component include in the conference	Ongoing – Nov. 2007

		conference	Andrée will communicate with the person on the Program Committee representing the research community		Possible satellite workshop immediately prior to the start of the conference	program Possible satellite workshop	
3B	Add information regarding the volunteer component to the CHPCA Hospice Palliative Care Fact Sheet	Extract information from the CHPCA On-Line Directory regarding volunteer questions. Send information from the directory to the VIC for their review Once reviewed add a section to the Fact Sheet regarding volunteer issues	Greg will extract the information from the directory and send to the VIC Committee to review and determine what information can be used for the Fact Sheet.	E-mail updates to the VIC	Information regarding the volunteer component is added to the CHPCA Hospice Palliative Care Fact Sheet	Revised CHPCA Fact Sheet	April 2006 – in time for National Hospice Palliative Care Week
4	Communications and Awareness	Action Items	Who is responsible for this?	Communication Strategy	Expected Outcome	Deliverables	Timeline
4A	Promote the volunteer component as an integral part of the hospice palliative care team – among the general public and the interdisciplinary care team through the creation of a Position	AVISO – Assign each VIC member to provide content for the Volunteer Connection (AVISO). CHPCA to draft a Position Statement regarding the volunteer component for the board to review in April or September 2006	Greg will assign VIC members to specific issues Keith and Sharon will coordinate the drafting of the position statement	E-mail AVISO Monthly Update	Promote the volunteer component as an integral part of the hospice palliative care team – among the general public and the interdisciplinary care team	Creation of a Position Statement regarding the volunteer component	Ongoing

	Statement	<p>Post questions to the List Serve on an occasional basis – direct questions about specific issues.</p> <p>Greg to check the List Serve to make sure committee members are on the list serve</p>	<p>VIC committee members</p> <p>Greg</p>				
5	Program Support	Action Items	Who is responsible for this?	Communication Strategy	Expected Outcome	Deliverables	Timeline
5A	Assemble a list of current resources (Board Governance, Policies and Organizational Structure) that could be made available for sharing with individual HPC programs and services	<p>Send an e-mail to the provincial associations asking them to send info about documents they could share with other organizations</p> <p>Committee to review list of documents received for relevance</p> <p>Add approved documents to the VIC pages on the CHPCA Web Site</p>	<p>Office to send e-mail to the provincial associations (Greg)</p> <p>VIC members</p> <p>Greg to coordinate with the Web Weaver</p>	E-mail Web Site	A list of current resources (Board Governance, Policies and Organizational Structure) that are made available to HPC programs and services through the VIC web pages	Electronic copies of governance and organizational resources	May 2006
6	CHPCA Volunteer Interest Group	Action Items	Who is responsible for this?	Communication Strategy	Expected Outcome	Deliverables	Timeline
6A	Preparations for the annual Volunteer Issues Group Meeting in September 2006 in Montreal	<p>Develop Agenda for meeting</p> <p>Develop meeting materials</p> <p>Develop a Communications Plan</p>	Jerry to coordinate with input from the VIC members	E-mail AVISO (June) Monthly Updates Web Site – VIC pages	Successful meeting of the Volunteer Issues Group in Montreal (September 2006)	Agenda Meeting Materials	Draft Agenda by June 2006