

DRAFT Minutes
APA Global Health Task Force Teleconference
February 6, 2014

Present: Drs. Suzinne Pak-Gorstein, Robert Bortolussi, Andrew Sherman, Nicole St. Clair, Danielle Laraque, Donna Staton, Sabrina Butteris, Cliff O'Callahan, Mirzada Kurbasic, Ruth Etzel (Chair)

1. Review of draft minutes from December 5th, 2013 teleconference
 - Minutes are approved and accepted as written. Christen Brown will post to the GHTF webpage.
2. Status of draft Faculty Competencies in Global Health (Dr. Ruth Etzel)
 - Dr. Ruth Etzel: The small group of reviewers finished their work in late January and the competencies are currently in the process of being reviewed by the APA Board. Thank you to all who submitted edits and completed revisions. We are hoping to hear back from the Board about the competencies within the next 5-6 weeks.
3. Status and Timeline for GHTF qualitative research survey (circulating short questions to colleagues in developing countries) (Dr. Andrew Sherman and Sanela Moraca)
 - Dr. Etzel: Dr. Andrew Sherman and Sanela Moraca have taken the lead on this project with the guidance of Dr. Robert Bortolussi.
 - Dr. Sherman: Our goal is to assess good collaborations from international colleagues. We currently have 41 names and email addresses of our international colleagues in a pretty good distribution. Please email Dr. Etzel, Dr. Bortolussi or me with contacts of international colleagues who might be interested in answering brief questions regarding attributes of collaborators. One of the main questions is "What are the strengths or good characteristics that you have seen in a good collaborator?" The IRB process at the University of Rochester has been started, which is a key step. The REDCap qualitative research software will be used. Hoping to have the final survey questions uploaded within the next 2-3 weeks. Have also been recruiting a number of medical students to help with the protocol building. Medical students are also helping to code the responses.
 - Dr. Kurbasic: Love the idea of including medical students so that young people are getting on board with global health.
 - Dr. Sherman: The University of Rochester has provided opportunities to involve students with global health and the medical students have completed the formal IRB process. The survey emails will be delivered from myself and pitched as from the global health taskforce. The first round of names and email addresses are prepared and ready for distribution in an excel file.
 - Dr. Robert Bortolussi: This is great news. One of the keys for getting a good response rate will be to first contact the recipients to alert them that the survey is coming in a few days.
 - Dr. Sherman: We put the name of the survey recipient with the name of the individual who recommended them for the survey, so that they do not think it is spam email.
 - Dr. Bortolussi: We will eventually see what kind of role Sanela Moraca will play in this.
 - Dr. Sherman: Comfortable with the recruitment of medical student help based at the University of Rochester, but would still like to pick Sanela Moraca's brain.

- Dr. Kurbasic: What is the timeline of the project; will it be completed before the GHTF sunsets?
- Dr. Sherman: Once the IRB process is completed, we can distribute the emails in the beginning of March. Most responses will come back fairly soon and we will immediately enter in the database. Hoping by April to have something ready to present at the PAS meeting.
- Dr. Etzel: Please have an abstract ready to present during the April global health task force teleconference.
- Dr. Sherman: Yes, this is reasonable.
- Dr. Donna Staton: There is a related workshop immediately following our GHTF meeting on Sunday, May 4th, on Global Partnership. It is on May 4th from 12:00-3:00 PM.
- Dr. Suzinne Pak-Gorstein: Monday, May 5th, is the Global Health SIG Session. We will have attendees who work internationally. I will distribute the preliminary program to all on the call.
- Dr. Etzel: Christen will compile list of global health related sessions and send to all.
- Dr. Pak-Gorstein: Last year at our SIG session, we focused on international partnership. As part of that, one of our speakers did a very informal survey with his partners in Uganda. He presented the questions he asked at our SIG session.
- Dr. Sherman: Yes, Dr. Chandy John. Has previously contacted him but has yet to receive a response or reply regarding names for the survey.
- Dr. Pak-Gorstein: Can follow up with him and also with his permission, send his PowerPoint presentation from the 2013 SIG session.
- Dr. Bortolussi: We are targeting more than just colleagues in Africa; hoping to get more countries and regions involved with the qualitative survey.
- Dr. Sherman: Contacts from Nepal and India are also on the list but not many from Southeast Asia.
- Dr. Kurbasic: My department has research connections in China. I will reach out to them to get names.
- Dr. Pak-Gorstein: In terms of planning activities for next year, what is the likelihood of receiving support if the taskforce sunsets in the near future?
- Dr. Sherman: I think that if the GHTF is sunsetting, we can switch this to the Global Health SIG as going through the SIG makes the most sense.
- Dr. Bortolussi: Also keep in mind that we are trying to maintain that connection with the GHTF competencies document.

4. Sunsetting the APA Global Health Task Force by July 1, 2014 (Dr. Etzel)

- Dr. Etzel: The APA Board has become much more strategic about task forces and has made the decision to sunset task forces after 3 years. We were expected to end after 2013, but have requested an extension for another 6 months as no one knew at that time that the GHTF was started that the Task Force would be limited to 3 year duration. We have been working with Dr. David Keller and the SIG members to ensure a smooth transition. Many of our GHTF activities should be completed within the next 6 months. The Board is currently reviewing the competencies and it should not be too difficult to wrap that up by July 1st. Research takes longer than expected and Dr. Sherman's work is the main deliverable that might not be completed by July 1st.
- Dr. Laraque: I really have enjoyed the conference calls and the sharing of information. I would want to see that preserved and continued within the SIG.

- Dr. Kurbasic: Agrees, there is unfinished business that needs to be extended. What is valuable about the GHTF is the people that are brought together, not just APA members or SIG members. It has produced great things.
- Dr. Pak-Gorstein: Dr. Etzel has spent a great amount of time coordinating the calls in order to generate ideas and thoughts from the task force members. If we could continue the calls we will need to request some sort of continued support. It would be most helpful if Christen could help to coordinate conference calls.
- Dr. Cliff O'Callahan: The support structure that the taskforce currently has needs to be respectful of everyone's time and energy. Realistically, this could be the origin of a reinvigorated SIG. The calls could be similar to the SIG Executive Committee calls. It will sunset as a taskforce but it will continue in the Global Health SIG, which is an ongoing structure.
- Dr. Laraque: Acknowledges the work that Dr. Etzel has done. If that structure could continue, it would be up to the Global Health SIG leaders.
- Dr. Pak-Gorstein: We created our own structure; a Steering Committee which has our key players. I don't see it as an obstacle or a challenge.
- Dr. Laraque: We are not taking thousands of dollars or a lot of money for that matter. I can work with the SIG leaders and Dr. Etzel to help to continue to move forward.
- Dr. Sherman: We are all in agreement that global health is big and that a lot of people are getting more and more interested in global health. We have so many passions and much to talk about. Consolidating into 1 group is a good idea.
- Dr. Bortolussi: There is also the responsibility of ensuring that the end product of the qualitative survey has the endorsement of the GHTF members who launched it.
- Dr. Kurbasic: It would be a good idea to transition to the Global Health SIG. We can probably expand the SIG Steering Committee or possibly could establish another leadership work group within the Steering Committee.
- Dr. Pak-Gorstein: We will need financial support.
- Dr. Laraque: Yes, the structure and the financial support. Also, to continue to brand it a certain way within the Global Health SIG. Again, I don't think that this will require a great deal of money.
- Dr. Kurbasic: The administrative and staff support is especially needed for the calls.
- Dr. Pak-Gorstein: Do we need to gather a proposal for the transition of the GHTF to the Global Health SIG?
- Dr. Etzel: Dr. Keller said he was happy to transition this into the Global Health SIG and the Board is also committed to making this transition work. I suggest we have the leaders of the Global Health SIG and anyone else who is interested prepare a proposal regarding the SIG budget and present it to the APA Board.
- Dr. Kurbasic: Would all of you be interested or are all equally passionate about continuing the GHTF? Anyone from Education? Dr. Sabrina Butteris, would you be interested?
- Dr. Sabrina Butteris: Yes, I would be interested.
- Dr. Etzel: Christen will arrange to facilitate a separate working call to draft a Global Health SIG budget request before the April teleconference. Dr. Kurbasic will send names to Christen for who needs to be on the call.
- Dr. Pak-Gorstein: Do we need to address in the SIG budget proposal that not all members of the task force are APA members?
- Dr. Laraque: I don't think that will be necessary.

5. Agenda for GHTF meeting at the PAS in Vancouver (Dr. Etzel)

- Dr. Etzel: The GHTF meeting is confirmed and scheduled for Sunday, May 4th, from 8:30-11:30 AM. The first hour will be dedicated to discussing the competencies, the second hour will be spent listening to Andrew Sherman's presentation of the qualitative survey results and for the third hour, the GHTF transition plan will be discussed.
- Dr. Etzel: Will distribute a draft agenda for the GHTF session to all on the call.

Action Items:

- Christen Brown will post approved minutes of December 5, 2013 call to the Global Health Task Force website.
- All to provide Dr. Sherman, Dr. Etzel or Dr. Bortolussi, with names and email addresses of international colleagues to participate in the qualitative survey.
- Christen Brown to distribute the preliminary agenda for the Global Health SIG session at PAS to all.
- Christen Brown will compile a list of all global child health related sessions at PAS and distribute to all.
- Dr. Kurbasic: Will provide Christen Brown with names of those who should be invited to participate in preparing a draft of the Global Health SIG budget request before the April teleconference. Christen Brown will then arrange a separate working call in March.
- Dr. Etzel: Will distribute a rough draft agenda for the GHTF PAS session scheduled for Sunday, May 4th, from 8:30-11:30 AM.
- The next teleconference is scheduled for Thursday, April 3rd, 2014.