

| Goals   | Action   | Status as of April 2011   | Status as of Sept 2011   |
|---|--|---|--|
| Promote professional opportunities and support knowledge exchange for current and new public health Epidemiologists (See Recommendations Document). | Develop professional development strategy:   | Will be guided by membership survey.  | Membership Survey results to be shared at the Sept 2011 meeting  |
|   | Survey membership to determine professional development topics of most interest  | Survey Development was led by Joanna Oliver and Lee-Ann Nalzety in consultation with their strategic planning working group. Emma Tucker has created the tool in Fluid Surveys and Joanna Oliver will be completing the analysis as an inkind contributions to the association. Executive Survey is currently in the field and the membership survey will follow in April 2011. | Membership Survey is complete with ~80 respondents. Preliminary analysis of the results will be shared with membership at the Sept 2011 meeting. Posted to website Dec 2011. |
|   | Do an environmental scan of professional development strategies in other professions or associations.<br>Create system of accreditation through Allied Health Professionals group in Ontario and/or CME (Continuing Medical Education) credit program, Starting with Core Competencies | The CARRFS Professional Development Strategy was reviewed by the Executive, Jan 2011. Professional Development Questions were drafted by Gamil Shahein and included in the membership survey Feb 2011. The membership survey is to go out into the field in April.  | no further update  |
|   | Develop tool kit for new epidemiologists   | Exec. does not have capacity to pursue this at this time. Interested in partnering with OAHPP in this initiative to hire someone to develop a training module, video and/or webinar orientation. Executive has not had the capacity to explore this initiative to date.   | APHEO Exec. Members contacted universities with Epidemiology programs to investigate opportunities to promote APHEO, Fall 2011.  |
|   | Link with students to facilitate their entry into epidemiology   | Exec. does not have capacity to pursue this at this time.   | no further update  |
|   | Facilitate job shadowing   | Exec. does not have capacity to pursue this at this time. This is facilitated through the APHEOlist and other networking opportunities throughout the year. Opportunities for APHEO members to share their work and expertise have been built into the 2010 APHEO Workshop as well as the 2011 Conference Agendas.  |  |
|   | Learn from other APHEO members   | A new APHEO working group (SRNHUWG) has also been struck to provide recommendations to the APHEO Executive on how best to meet the needs of our small, northern and rural health units in addressing the requirements of the Foundational Standard.   | APHEO Workshop planning for 2012 is in final stages. Topic for discussion is using social media in epidemiological practice. Date confirmed April 5, 2012                    |

Promote opportunities for learning new skills and technologies through workshops or online methods.

On-going through APHEO general meetings, workshops and conferences. The APHEO Executive worked with MOHLTC in the latter part of 2010 to secure Adobe Connect support for Gen. Mtg to accommodate distant members for 2011.

APHEO in February 2011 in partnership with OAHPP and CCO offered a workshop specific to SeerStat and the Ontario Cancer Registry. APHEO through the Epidata Project in partnership with CARRFS hosted a training workshop on the new developments in EpiData software. APHEO Conference in May 2011 addressed new emerging issues in Epidemiology as well as Privacy. Presentation on NutriSTEP Screening tool, OHS and CDIM from OTRU will be presented at the Sept 23 meeting via webinar. Meeting November 2011 presentations on Youth Excel and Child and Youth Indicator Project by PHO.

Facilitate provincial, national or international opportunities for members and/or organization. ex. CPHA internships to Nunavut

AM Holt attended a consultation with PHAC on a public health reserve, Nov 2010 and expressed the need for facilitation of national opportunities for epi's. Reports were disseminated by AM Holt to membership in March 2011. The May 2010 General Meeting professional development component led by Stephanie Wolfe and Joanna Oliver provided information about potential opportunities for international opportunities and began a dialogue with Doctors without Borders. March 2011, Doctors without Borders contacted the association to have members attend an information night.

March 2011, APHEO had a number of members attend the Vital Stats Summit. APHEO sent a representative and further sent correspondence to Statistics Canada requesting opportunities to be involved in further vital stats redevelopment discussion in the future. We received a response from Stats. Can welcoming our participation and any upcoming discussions.

Create a summary of discussions on the website.

See cell C13 for update

Review current archiving capabilities.

A new tool to accommodate the APHEOlist was developed, led by Lee Seiswerda using bulletin board technology to facilitate archiving of APHEOlist discussion threads. The tool was piloted by the APHEO Executive in Fall of 2010 and feedback was provided to Lee regarding strengths, challenges and implementation. An APHEO Website group was struck in early 2011 to conduct a review of APHEO's on-line presence, website and accompanying tools. A further review of the bulletin board tool has been forwarded to the Website Group, led by Jason Garay as of Jan 2011.

Website group has been meeting periodically over the course of Jan - August 2011. A website renewal proposal including archiving functionality for the APHEOlist was submitted to the APHEO Exec. in September 2011. The website renewal is under way. The contract was awarded to Brickhost and they are updating the website along with updating the APHEO logo. The project is expected to be complete in April 2012.

Welcome Letter to include information on the use of APHEOLIST.  
Survey APHEO members to get input on their knowledge

Letter was updated by Denis Heng and sent out for review to Executive, Nov 2010. New letter was put into circulation Feb 2011.  
To be included in Membership Survey

Membership drive from 2012 to begin later this fall. Membership letter has been disseminated.  
Report posted to website, Dec 2011.

Create links to other relevant resources or reports such as the Health Status Reports, other health resources, Statistics Canada Website etc, where members could post resources from their health unit / organization. The links could be organized into categories to help organize information. These resources would be in addition to resources listed within Core Indicators.  
Have a workshop on WIKI to ensure members know how to post their own information.

Created the Foundational Std page to share resources, need to continue to build on that work in a larger website presence strategy. Website Group to provide recommendation on how best to proceed. Website group had their first meeting in Feb 2011 and have finalised their terms of reference and begun development of a workplan.

An area on the website has been established for sharing on cancer reports on the SeerStat Mentorship area.

On-hold pending recommendations from the Website Group

no further update at this time

- Providing updates at conferences/ workshops (APHEO, OPHA) by having a forum for epidemiologists to share ideas/information on completed projects and work-in-progress. In its simplest form, there could be a specific area where people could post a sheet outlining projects they are currently working on. This could be viewed at participant's leisure and could stimulate networking between participants.

No update, this item has not been pursued to date.

This may be addressed in part by the PHO Inventory of Public Health expertise and projects

- Update or add to existing teleconference equipment to enhance knowledge exchange and remote member participation at meetings and workshops. Specifically, purchasing additional satellite mics and individual mics and webinar technology.

All equipment was tested by Denis Heng, no need to reinvest was identified at this time. Adobe Connect has been provided in kind via MOHLTC.

no further update  
APHEO has been involved through representative members, Denise Canso and Ali Atraman on the local planning committee for WARFS. APHEO has also been engaged in national consultations on the Minimal Data Sets (Core Indicator sets) in the areas of tobacco use among youth through work of Steve Manske's group at Univ. of Waterloo and CLASP

- Connect with other national and international epidemiologists/groups for the purposes of information sharing.

Past President maintains role on CSEB Board for the purpose of information sharing, Perhaps need to also be engaged with Pan-Canadian Epidemiology Network -Exec. has not explored this other possibility to date.  
In 2011, APHEO has representation on 2 Stakeholder Advisory Groups on Burden Reports led by ICES and OAHPP in the areas of Mental Health - Sarah Matten and Risk Behaviours (Anne-Marie Holt). These tables facilitate information sharing and engage the academic community.

- APHEO to organize regional workshops across Ontario on specific topics, e.g. core indicators.

Exec. does not have capacity to pursue this at this time.

No further update

· APHEO to create a sponsorship program to support APHEO member(s) in attending a conference/workshop, either in whole or in part, and the person(s) to present this information at an educational session.

Exec. does not have capacity to pursue this at this time.

APHEO will be a sponsor at WARFS October 2011 and have a promotions booth to showcase the Association and the work of the Core Indicators in the international community.

Increase the capacity of APHEO to advance and promote epidemiology in the public health system system through enhanced linkages across policy, practice, training and research.

- i) Develop member engagement, retention and recruitment strategy so that members are actively involved in APHEO.
- Consult with other associations to find out strategies
  - Hire a knowledgeable consultant to devise a strategy and to explore incentives; conduct a literature review
  - Circulate a Member Survey (including past members) to find out whether people are participating in APHEO activities and why/why not, and what would increase involvement
  - Contract out tasks/duties that people are not willing or able to do for project workgroups where applicable
- Recruitment
- Explore a mentorship program – link a new Epi with a more experience Epi to engage new members
  - Encourage experienced Epi's to invite new Epi's to visit their work site and discuss the roles/responsibilities
  - Develop a Policies and Procedures orientation for new Epi's e.g. an orientation checklist with phones, visits, mentorship

Member Engagement will be guided by Membership Survey to be put into the field in April 2011. February 2011 as part of the Seerstat training, APHEO has explored and sought feedback on a mentorship program and will endeavour to pilot something in the context of cancer surveillance. The mentorship feedback will be reviewed at the April CSPHWG meeting.

The mentorship group has been struck and has had their first meeting in July 2011. Teleconferencing of the mentors is being provided in kind by Public Health Ontario. The initial meeting of the group was facilitated by Mary-Anne Piestrusiak. A SeerStat Page has been established on the APHEO website with resources on how to use SeerStat as well as the mentor list. Adam Stevens, Brant County is the Chair of the SeerStat Mentorship Group

ii) Develop APHEO Secretariat with sustainable funding for dedicated staff to administrate and coordinate APHEO activities.

- Examine Secretariat models and job descriptions from other organizations
- Investigate implications of a Secretariat (e.g. taxes, office, supervision and reporting, payroll administration)
- Explore partnerships with other associations (alpha, OPHA) to see about cost-sharing or contracting a position or services

iii) Obtain sustainable funding.

- Increase membership fees
- Charge an administration fee for projects to provide APHEO revenue
- Investigate implications of additional funding (e.g. taxes)
- Consider generating a profit from conferences, workshops, etc.
- Explore one-time funding opportunities
- Explore whether the Agency has funds, resources, people for APHEO
- Investigate extending CI Project Manager Position

Some limited job description have been pulled together for this type of role; Joanna to meet with CSEB regarding their purchased secretarial functions in April 2011. The 2011 Executive, led by Cameron McDermaid is also reviewing incorporation of APHEO. A proposal for consideration has been submitted to the APHEO executive for consideration at our April 2011 monthly meeting.

APHEO has routinely over the past few external contracts charged an administrative fee to cover association related expenses. APHEO needs to draft an P&P regarding admin. fees for external contracts, grants, etc. A fee for on-line job posting was instituted in 2010 to cover some of our website maintenance and administrative costs and a mechanism of revenue generation. Membership fee increase to be reviewed by the Executive at the June 2011 meeting and brought to the membership.

APHEO President and OPHA rep. met with OPHA ED July 20, 2011 to discuss options for a partnership arrangement for Secretariate support. APHEO Exec. discussed and OPHA's financial situation at this point into time has rendered a decision to not pursue the partnership arrangement any further at this time. COMOH is still working to establish another dedicated staff position at alpha that APHEO could consider partnering in the future. APHEO Executive have investigated INCORPORATION at the provincial level including implications for the association, advantages and disadvantages. The APHEO Executive will propose we incorporate to further protect our members and executives. As part of the incorporation process, our P&Ps will undergo an external legal review to be sure they meet incorporation standards including recommendations for improvement. A proposal on Incorporation of APHEO will be brought to the APHEO membership at the September 2011 meeting.

Executive has made a decision to not increase our membership fees at this point in time. APHEO through the work of our members did complete a Module Review contract with PHAC Skills Enhancement in June-July 2011. This has resulted in some revenue to the association. PHAC will continue to look to APHEO to be engaged in these kind of reviews. Public Health Ontario will provide funding for a Epidemiologist position for 8 months to work with the CIWG and the active subgroups. We will continue to work with PHO to secure sustainable funding for this position.

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|   | <p>Develop and enhance linkages across policy, practice, training and research.</p>  | <p>OAHPP has as assigned Rachel to develop a workplan of the collaboration with APHEO, may be some opps. Executive to schedule meeting with Rachel in the new year. Anne-Marie followed up with Rachel Savage in early March 2011 and the OAHPP is not at a point in their planning yet to engage in collaboration</p>  | <p>Workplan development with PHO has been significantly delayed with the transition of scientific functions and surveillance functions from MOHLTC to PHO.</p>  |
| <p>Build and promote tools and resources that support the practice of public health epidemiology.</p> | <p>i) Continue with Core Indicators Project;</p> <ul style="list-style-type: none"> <li>• ensure continued review and create new indicators and resources to align with new public health standards</li> <li>• explore possibility of adding link from each indicator to a risk factor literature review in partnership with Maureen Dobbins and MacMaster U</li> </ul> <p>ii) Continue involvement in Skills Enhancement including:</p> <ol style="list-style-type: none"> <li>1. Establish formal liaison with Skills Program, outlining areas of potential involvement</li> <li>2. Actively participate in the development and implementation of the Pan-Canadian Public Health Epidemiologist Network's public health epidemiologist competencies</li> <li>3. Formally endorse/recognize the Skills Enhancement Program and the Core Competencies for Public Health</li> <li>4. Participate in the refinement of modules/creation of new modules</li> <li>5. Promote APHEO's involvement with the Skills Program via APHEO's website (possibly create a separate page?) re: APHEO's role, facilitator involvement etc.)</li> </ol> <p>iii) Enhance content of APHEO website</p> <ul style="list-style-type: none"> <li>• Revise/update existing Wiki section to enable users to post relevant resources/papers</li> <li>• Develop screening process to ensure accuracy and relevancy of postings</li> <li>• Post specific resources for individual projects</li> </ul> | <ul style="list-style-type: none"> <li>• Ongoing, See CIWG updates for the most recent indicator development updates</li> <li>• Links to risk factor literature on Core Indicator Webpage has not been explored to date.</li> <li>• OAHPP has partnered with CIWG to develop an OPHS- Core Indicator alignment document with identified data gaps. The draft was circulated to CIWG in March 2011.</li> </ul> <p>A formal liaison relationship has not be explored to date by the APHEO Executive. APHEO was approached to review a new module under-development, Privacy in Public Health, March 2011. The APHEO Executive in actively recruiting working group members and pursuing a contribution agreement with PHAC.</p> <p>See Website Committee update (above)</p> | <p>Indicator alignment document is complete in final draft as well as the gaps documents. PHO has secured funding to support an Epidemiologist position to work as coordinator of the CIWG for a period of 8 months, ending March 2012.</p> <p>The module review is complete and was a success from both APHEO and PHACs perspective. In final discussions with PHAC, they have assured us that they will continue to look to APHEO to be engaged in new module reviews and potentially reviews of existing modules in the future.</p> <p>A large scale web site redesign and review is being proposed to begin later this fall. Website Redesign is underway and will be completed Spring 2012</p> |

iv) Ensure public health representation during Panorama implementation and support public health Epidemiologists during its implementation

- Ensure that APHEO has a representative on planning committee
- Recruit APHEO rep

v) Promote the value of RRFSS to the OAHPP

- Send letter to OAHPP regarding APHEO's support and position on the Ontario Risk and Behaviours Surveillance System (ORBSS)

vi) Continue with EpiData project and promote use of EpiData in public health units in accordance EpiData Project workplan

vii) Move forward with strategic plan for GIS Project

- GIS working group to add specifics
- viii) Promote to alpha/COMOH the introduction of GIS specialists in public health field

• Consider this forum to promote other epidemiological tools and projects

- GIS working group to add specifics

x) Advocate for improved data quality and access

- Assess new data sources and contact owner organizations for access.
- Contact data owner organizations to address data quality issues.
- Working with IntelliHEALTH to set up a process for obtaining record level data access for various existing data sets.

AM Holt contacted Karen Hay in this regard. Panorama is being reviewed internally and the MOHLTC assure APHEO will be engaged when the time comes.

Letter sent to OAHPP, May 2010

- EpiData project for 2010-11 has come to an end as of March 2011. Training was offered to the APHEO membership in partnership with CARRFS in Feb 2011. A expert panel debrief is being hosted by the APHEO Executive on May 13, 2011.

See GIS working Group updates for the most recent developments

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.Cancer Surveillance for Public Health Working Group, Chaired by Ami Holt was struck in May 2010. CSPHWG has a mandate to look at access and data quality issues specific to cancer data, this group is actively engaging with OAHPP and CCO to build a workplan around this data specifically. CSPHWG facilitated training on SeerStat to APHEO members in Feb 2011.

.Work continues with Intellihealth to have tables created to meet the need of PHUs. Recently, CIWG/APHEO members have worked with the MOHLTC specifically in the areas of therapeutic abortions and injury.

.Ali Artaman attended the Vital Stats Summit in Ottawa, March 4, 2011 on behalf of APHEO to discuss access to Vital Statistics Data. Information was shared at the March 10 General Meeting

.Gamil Shahein attended the Youth Surveillance Rountables as a representative of APHEO in February 2011, the draft report was circulated to the APHEO Executive. The final report is pending and will be sent out over APHEOlist

Paul Fleiszer as APHEO rep. along with a number of other APHEO

no further update

no further update at this time, RRFSS applied for funding through the LDGP at PHO for an evaluation of the provincial sample pilot project in RRFSS.

An external debrief consultation survey was sent to formal expert panel members as well as enternal stakeholders for completion Sept 1, 2011.

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APHEO submitted a letter of support for BORN Ontario to secure a Canada Infoway grant that will incorporate a mechanism for public health to access data that meets the privacy requirements as small level geography. CSPHWG continues to meet to improve more regular access to cancer data, last meeting was Sept 15, 2011. A letter was submitted to Vital Stats to request further involvement. A response was received August 3, 2011 and is posted on the website.