

RNOC TBI - Integration Project

Steering Committee Meeting The Rehabilitation Centre - First Floor Board Room Thursday, February 14, 2002 , 1:30 - 4:00 p.m.

Draft Agenda

A) Welcome and Introductions, Dr. Dan Deforge

B) Pre-Mock Trial Sampling: 1:30 - 2:30, Lead Dr. Ed Lemaire

- i) Web Site Design and Principles, Functionality, compatibility with difference computers (speed and screen size) and internet browsers (Internet Explorer/Netscape)
Related Tutorials (How to Register, How to install Security Certificates once registered, How to fill out the Client Data Profile Sheets)
20 Mins present; 10 mins. Specific Q&A, **Presenter: Rudi Nowak**
- ii) Databases (Client Information Data, Care and Services Database, Work Flow Demonstration and simulated practice of work "completed to date").
20 Mins present; 10 mins. Specific Q&A, Presenter: Fangwei Zeng
- iii) Helpful Links to information on Brain Injury - Organization and categories
10 Min present; 10 min. Specific Q&A, Presenter: Ian Wilson
- iv) General Q&A
10 minutes

C) Critical Business 2:30 - 4:00

i) Content Issues - Elly Nadorp

(CLIENTS) Invitation letter, participant criteria, consent form to participate in the project, authorization to release information form, client profile data
(SERVICE PROVIDERS) Registration, Obligation Agreement (Referral), Protocol for Access
(TBI CLINICAL COORDINATOR/EDUCATOR) Availability, Completion of Mandatory Field (Role and Process), Client Cold Calls (Role)

ii) General Information: Beverley Leeks

First Newsletter will be Circulated - for approval and will contain status update information (Communications)

Please Note:

The demonstration will raise many questions / need for clarification. We ask that you first observe each of the demonstrations in their entirety (Questions will be tabled after each presenter has finished).

Under Regular Business which will follow the Pre-Mock Trial component, you may find that we will be addressing items for which you have questions. In this case we will ask that you defer those questions until the appropriate time on the agenda.