



Advisory Committee – Mujer Sana – Comunidad Sana

Proposed Role of the Advisory Committee “ Healthy Women, Healthy Communities/ Mujer Sana, Comunidad Sana” Project

Official Project Title: Building Community Capacity And Equitable Access To Cancer Screening For Ethnoracial Minority Women - A Demonstration Project

Advisory Committee’s responsibilities:

- provide input into project implementation at all stages
- attend all meetings of the AC, and participate in sub-committees according to area of expertise and availability
- give advice to the Project Team (PT) based on expertise of each member
- be available to PT the for consultation on specific issues in which each member has expertise
- address concerns and questions about the project directly with the PT
- act as ‘community ambassadors’ for the project, disseminating information to colleagues, other service providers, and community members

Project Team’s responsibility

- ensure that all activities related to the project are carried out in accordance with ethical principles and procedures
- support and facilitate the work of the AC, by co-coordinating all meetings, preparing minutes distributing information, following up on activities and suggestions and any other necessary tasks
- provide all AC members with sufficient information, both in writing and orally, in a timely manner, to facilitate their input
- be available to the AC for consultation on specific questions or areas of implementation
- be open and responsive to input from all AC members, and mediate different points of view.

Comment::

The following three AC meeting schedules were handed out at the beginning of each year to provide members of the AC with an overview and expectations of the up-coming meetings.

**ADVISORY COMMITTEE MEETING SCHEDULE - 2001 - YEAR 1
ANTICIPATED THEMES AND FEEDBACK NEEDS**

Date and Time	Purpose	Required Feedback/Input
April 25, 2001 12:00 - 2:00 <i>Theme: Introducing the "Healthy Women, Healthy Communities" project</i>	<ul style="list-style-type: none"> • project introduction: project team, workplan, and updates • role and structure of the AC • set-up working committees: <ul style="list-style-type: none"> • research • training and programming • outreach & dissemination • transfer & sustainability 	<ul style="list-style-type: none"> • assess own availability and commitment to be involved in the project • provide input into the roles and responsibilities of AC members • identify potential participants for two focus groups with service providers: June 5 and 6
June 27, 2001 12:00 - 2:00 <i>Theme: Literature review, focus groups and LHP training plan</i>	<ul style="list-style-type: none"> • preliminary findings from the literature review (research committee) • preliminary findings from focus groups with service providers • outreach and hiring process of LHP (outreach and dissemination committee) • draft training plan (training and programming committee); • individual training needs of LHP 	<ul style="list-style-type: none"> • provide input into findings • discuss implications for research and training • review requirements; input on general recruitment strategies and selection practices • review training components; identify potential resource people; • ideas about responding to individual training needs of LHP
Sept. 26, 2001 12:00 - 2:00 <i>Theme: Training & Community Outreach</i>	<ul style="list-style-type: none"> • update on training; • final training plan • training evaluation: assessing skills and knowledge of the LHP • community outreach strategies (media and public education); increasing community involvement • interviewing tools 	<ul style="list-style-type: none"> • provide input to assess trainee competencies to become LHPs • provide ideas for outreach strategies and community capacity building • outline commitments/actions in dissemination • review interview questionnaire(s) for Spanish-speaking women
Nov. 28th, 2001 <i>Theme: Access Barriers;</i> <i>Program Implementation</i>	<ul style="list-style-type: none"> • assess barriers to service provision based on focus group data, literature review, work of PT and AC to date • up-date on: training, programming and supervision for lay health promoters 	<ul style="list-style-type: none"> • develop strategies to address barriers • review implications for intervention programming • provide input into supervision plan for LHP
December (week of 10th to 15th, TBA)	<ul style="list-style-type: none"> • optional: graduation party for LHP 	<ul style="list-style-type: none"> • celebrate achievements

ADVISORY COMMITTEE MEETING SCHEDULE - 2002 - YEAR 2
ANTICIPATED THEMES AND FEEDBACK NEEDS

Date and Time	Purpose	Required Feedback/Input
<p>Wednesday March 6, 2002 12:30 - 2:30</p> <p><i>Theme: LHP Programming</i></p>	<ul style="list-style-type: none"> • preliminary findings from interviews with Spanish speaking women • training course evaluation • creating support for Spanish-speaking women with cancer • “Lay Health Promoters cannot do it all!” 	<ul style="list-style-type: none"> • discuss findings from interviews and its implications for LHP programming • continuing education for Lay Health Promoters • ensuring support services for women identified with cancer: where to refer women - Are the services ready?
<p>Wednesday June 5, 2001 12:30 - 2:30</p> <p><i>Theme: Do we have a model yet? Assessing Transferability</i></p>	<ul style="list-style-type: none"> • up-date on current outreach to Spanish speaking women and uptake of cancer screening • review of the demonstration project’s model - how far have we come? Which gaps need to be filled? • presentation of the outline for the resource/training manual for Lay Health Promoters • potential ethnocultural communities to be targeted 	<ul style="list-style-type: none"> • provide input into findings and future direction of the program • input into model review and implications for research • feedback on training/resource manual concept and ‘transferability’ • input into selection criteria for other target populations
<p>Wednesday Sept. 18, 2002 12:30 - 2:30</p> <p><i>Theme: Community Capacity Building - Has anything changed?</i></p>	<ul style="list-style-type: none"> • Partnerships and level of involvement in the project • CCHC as a case study 	<ul style="list-style-type: none"> • Assessing current level of partnerships among project partners and AC member organization • Feedback on preliminary findings from the review of CCHC as a case study • Generalizability of case study findings
<p>Wednesday Nov. 27th, 2002 12:30 - 2:30</p> <p><i>Theme: Bringing it back to the women - Project evaluation</i></p>	<ul style="list-style-type: none"> • Impact of the project on Hispanic women’s lives: experiences of Lay Health Promoters and the women they serve • Project evaluation 	<ul style="list-style-type: none"> • Input into a plan how to maintain services to Spanish speaking women • Discussing project spin-offs • Review of project evaluation tools

Mujer Sana
Comunidad Sana
La mujer sana realiza sus sueños...



Healthy Women
Healthy Communities
Healthy women achieve their dreams...

MUJER SANA COMUNIDAD SANA
HEALTHY WOMEN, HEALTHY COMMUNITIES

ADVISORY COMMITTEE MEETING SCHEDULE 2002-2003 – YEAR 3
ANTICIPATED THEMES AND FEEDBACK NEEDS

<i>Date and Time</i>	<i>Purpose</i>	<i>Required feedback/Input</i>
<p>Wednesday October 23rd, 02 12.30 – 2.30. -</p> <p><i>Theme: Transfer and Sustainability</i></p>	<ul style="list-style-type: none"> - Assessing transferability - Reviewing demonstration project model - Assessing sustainability. - Potential ethno cultural communities to be targeted. 	<ul style="list-style-type: none"> - Discuss findings from research data. - Provide input into findings and future direction of Mujer Sana. - Input into selection criteria to other target populations. - Input into a plan on how to sustain and transfer the project.
<p>Wednesday January 22nd, 03 12.30 – 2.30</p> <p><i>Theme: Community Capacity Building: Has anything changed? Focus on the Community Forum</i></p>	<ul style="list-style-type: none"> - Partnerships and level of involvement in the project. - CCHC as a case study. 	<ul style="list-style-type: none"> - Assessing current level of partnerships among project partners and AC member organizations. - Feedback on preliminary findings from the review of CCHC as a case study. - Generalizability of case study findings.
<p>June 11, 2003 12.30 – 2.30</p> <p><i>Theme: What have we achieved, what needs to be done</i></p>	<ul style="list-style-type: none"> - Impact of the project on Hispanic women's lives: experiences of Lay Health Promoters and the women they serve. - Increasing networking among organizations; - What is the future involvement of AC 	<ul style="list-style-type: none"> - Input into a plan how to maintain services to Spanish speaking women. - Discussing project spin-offs. - Final report.