Community of Action

Working Group Toolkit

Getting started with a Community of Action

Digital Health Canada Communities of Action (CoA) provide opportunities for connection, idea sharing, and professional development.

The concept of Communities of Action builds on existing theories about community learning such as Communities of Practice (a group of people who share a profession); Communities of Inquiry (a group making inquiry into problems); and Communities of Interest (people who share a common interest or passion). **A community of action (CoA) is one in which participants can hope to effect change through communal effort.**

Digital Health Canada member-led Community of Action working groups come together with a shared purpose: to enhance the quality of healthcare for Canadians by learning more about an important digital health topic. CoA working groups meet virtually to learn, collaborate, and share knowledge with the Canadian digital health community through reports, white papers, guidelines, or presentations.

Other helpful assets

Digital Health Canada will support your journey toward publication every step of the way. In addition to this toolkit, you will have access to:
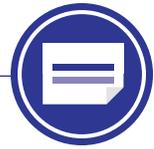
- **Project Analyst** Stay in regular contact with the Digital Health Canada Project Analyst for ongoing assistance.

- **Project Timeline Template** in Microsoft Excel. Use this template to track your team's progress and stay on top of deliverables.

- **Meeting Minutes Template** in Microsoft Word. Keep everyone on the same page: assign a team member to take notes during virtual meetings in this easy-to-use templates

Community of Action
Publication Guidelines

White Paper

- Informs readers about a complex issue and/or provides useful information for people seeking to understand a topic or technology, solve a problem, or make an informed decision
- Educational, academic, factual, simple: avoid medical, technical, or business jargon
- Make time for interviews, research, outlining, drafting and final editing
- Final MS Word document submitted to Digital Health Canada for layout should include:
    1. Cover page (title, subtitle, contributors, completion date)
    2. Table of contents
    3. Executive summary
    4. Introduction (purpose, methodology, timeline)
    5. Narrative (key issues and findings, supporting examples)
    6. Conclusions and/or next steps
    7. Appendices and/or references/bibliography

Report

- Presents high-level results of a study; draws comparisons between jurisdictions or technologies; or presents an overview of existing technologies or trends
- Final MS Word document submitted to Digital Health Canada for layout should include:
    1. Cover page (title, subtitle, contributors, completion date)
    2. Executive summary
    3. Introduction (purpose, methodology, timeline)
    4. Narrative (key issues and findings, supporting examples)
    5. Conclusions and/or next steps

Q and A

- For brief but important information
- Frame the narrative around who, what, when, where, why
- Submit an MS Word document to Digital Health Canada for final layout

Infographic

- Best for sharing statistics or presenting a simplified view of a process
- Final MS Word document sent to Digital Health Canada for layout should include statistics, sources, and brief introduction

Presentation

- Any content can be repurposed into a Powerpoint presentation
- Submit content for consideration as a Webinar Wednesday session
- Send MS Word or Powerpoint file to Digital Health Canada for layout

Questions? Contact communities@digitalhealthcanada.com

Community of Action

Working Group Roles

Team Leader

- Initiates contact with Digital Health Canada via application
- Identifies and outlines deliverable objective
- Identifies and outlines direction and vision
- Drafts and establishes the project timeline/schedule
- Drafts project overview to engage contributors
- Provides contributor information to the team
- Acts as main point of contact with Digital Health Canada

Contributor

- Contributes to research
- Contributes to development and completion of final deliverable
- Invites fellow members to contribute as needed
- Formulates survey questions and analyzes results
- Drafts e-blast content

Observer

- Joins later in the process in order to provide limited feedback
- Provides information resources as required
- Provides input on final formation of the deliverable
- Assists with marketing/promotional efforts
- Ideal for Subject Matter Experts interested in progress updates

Editor

- Reviews final deliverable to ensure accuracy
- Proofreads for grammatical/spelling errors
- Ensures content is consistent and reads well

Steps to success

Application Stage

1. Application A is submitted to Digital Health Canada Project Analyst for approval
2. Upon approval of Application A, Team Lead submits Application B to Project Analyst for approval
3. Both applications are approved! Project Analyst links volunteer members
4. Team discusses deliverable framework
5. Team Lead sets the project timeline and shares with Project Analyst

Month 1 + 2

1. Team discusses the direction of their deliverable
2. Research, interviews, and/or surveys are planned
3. Research, interviews, and/or surveys are conducted
4. Research, interviews, and/or surveys conclude

Month 3

1. Team starts assembling draft document
2. Team shares risks/issues (if any) with the Project Analyst
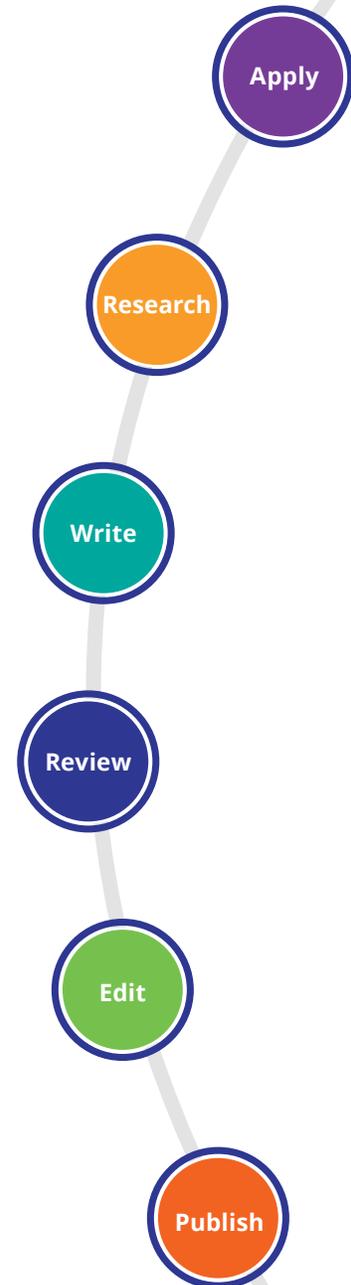3. Project Analyst provides assistance

Month 4

1. Team finalizes Draft #1
2. Editor A reviews Draft #1
3. Editor B reviews Draft #1

Month 5

1. Team incorporates editor comments and changes and produces Draft #2, which goes back to Project Analyst
2. Project Analyst reviews Draft #2 and returns comments to the Team
3. Team incorporates comments and delivers Draft #3 to Project Analyst

Month 6

1. Project Analyst moves Draft #3 to layout
2. Team reviews layout, makes comments/edits
3. Digital Health Canada incorporates Team comments and produces final PDF
4. Final PDF is posted to Digital Health Canada website and promoted via email and social media

Apply

Research

Write

Review

Edit

Publish

Digital Health Canada connects, inspires, and educates the digital health professionals creating the future of health in Canada. Our members are a diverse community of accomplished, influential professionals working to make a difference in advancing healthcare through information, technology, and data management. Digital Health Canada fosters network growth and connection; brings together ideas from multiple segments for incubation and advocacy; supports members through professional development at the individual and organizational level; and advocates for the Canadian digital health industry.

For more information, visit **digitalhealthcanada.com.**