Canadian Home Care Association
canadienne de soins et services à domicile

Advancing Excellence in Home Care

NETWORK HUB
Readiness review

Home Care Knowledge Network
Evidence, Experience and Engagement

STRUCTURE FOR YOUR NETWORK HUB

⬡ HUB PARTICIPANTS

Ideally, Network Hubs should leverage existing collaborative structures that are already in place. Depending upon the Challenge Topic, the membership of the Hub may need to be expanded. In order to ensure you have the appropriate structure review the following questions.

	YES	NO	NOTES
Is there a current structure in place to engage the appropriate people in the Network Hub?			
Are there any groups / individuals that are necessary to address the Challenge Topic missing from the current structure?			
Why would an organization be interested in joining a Network Hub focus on [Challenge Topic]?			

⬡ COMMUNICATION & ENGAGEMENT

Consider how the Hub will make decisions that are transparent to all members? Will they be made via consensus or will members provide input and decisions made through a pre-existing process?

	YES	NO	Which is the preferred method of communication?
Is there a current process to support various methods of communication?			
Face-to-face meetings			
Teleconferences and web conferences			
E-mail			
Workshops / Conventions (Confirmed support from the CHCA)			

⬡ HUB COORDINATION

Is there a process to coordinate the administrative functions of the Hub?

	YES	NO	NOTES
Organize meetings			
Share relevant documents			
Liaise with the CHCA team			
Is there a process to encourage accountability of members (to the group as well as to other stakeholders)?			

⬡ LEADERSHIP

A key feature of successful Network Hubs is an engaged and reliable lead who has a strong commitment to addressing the challenge topic.

	YES	NO	NOTES
HUB LEADER: facilitates the engagement, interaction and logistics of the Hub members and ensures the group stays focused on its particular challenge topic.			
Is there an individual who is best suited to managing the engagement, interaction and logistics of the Hub members?			
Does the Challenge Topic align with this individual's responsibilities and accountabilities?			
EXECUTIVE SPONSOR: senior leader within one of the Hub organizations and is highly motivated to ensure that the Hub succeeds			
Is there an execute sponsor who will champion the Network Hub internally and externally?			
Are they available to provide perspective on Challenge Topic?			
Is there a process to provide periodic progress reports to the sponsor?			
Does the sponsor have the capacity to access resources (personnel, infrastructure) if required?			

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SELECTION OF A CHALLENGE TOPIC FOR THE HUB

IDENTIFYING A UNIFYING CHALLENGE TOPIC

1. What are any "hot-button" topics that are widely debated or reflect a particularly vexing problem to the:

Funders	
Administrators	
Providers	
Clients	

2. Is there a Challenge Topic that intersects all four stakeholder groups?

EVALUATING THE CHALLENGE TOPIC APPROPRIATENESS FOR THE NETWORK HUB

1. Is the Challenge Topic either too broad or too narrow to be of interest to a broad group of home care stakeholder?

Too broad	
Too narrow	

2. What issues do you foresee around developing a Network Hub on this Challenge Issue?

3. Are there current groups (formal and informal) or partner organizations that would be particularly interested in this Challenge Topic?

4. Can the Challenge Topic be viewed within the frame of the Harmonized Principles for Home Care:	YES	NO
Patient- and family-centred care: Patients and their carers are at the centre of the planning and delivery of care.		
Accessible care: Patients and their carers have equitable and consistent access to appropriate care.		
Accountable care: Patient, provider and system outcomes are managed, met and reported on.		
Evidence-informed care: Patients receive care that is informed by clinical expertise, patient values and best available research evidence.		
Integrated care: Patients' needs are met through coordinated clinical and service-level planning and delivery across multiple professionals and organizations.		
Sustainable care: Patients whose needs can be reasonably met in the home will receive the services and support to do so.		

COMMENTS

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