BEST PRACTICES IN DEVELOPING AN IPE EVENT

Credit for IPE events are given to students who attend IPE events that have been endorsed by PIPER. To maintain consistency between events and to ensure quality assurance, PIPER offers the following suggestions to assist with planning activities.

PLANNING

- Consult with the IPE Faculty Lead or MISC Co-Chair/Student Lead for your school or program.

- Establish a planning committee consisting of representatives from the target group for whom the event is planned as well as content expert(s).

- If the event is to be held in person, consider how the space can be set up to promote collaboration and interactivity among various learner groups.

- Consider program timing to allow for learner interaction.

  - How will this look in your agenda?

  - Will there be an opportunity for introductions and ice breakers, case work, joint decision making, role clarification?

- If a virtual offering, is there an opportunity to use 'interprofessional' break out rooms?

- Allow time for the planning process:

  - Your request for IPE credit should be submitted a minimum of 4 weeks prior to the event to allow for review, revision or clarification, as needed; followed by a decision on your proposal and, assuming approval, promotion.

PROMOTION

- Allow at least 2-3 weeks for promotion and event sign up.

- Forward poster and/or event information to PIPER 4 weeks prior to event.

- Confirm that all elements are in place:
  - Event Title, Host, Date and Time
  - A short description, or reference to an event website
  - Objectives
  - IPE Credit Level (PIPER will forward you a logo when your event has been approved)
  - Target Audience
  - If not using IPE Manager for registration, please be sure to include a link to registration (e.g. Eventbrite). If your event includes a registration fee, please be aware that IPE Manager cannot process fees.

- Posters should be easy to read, not too complicated, and prominently display the key points of the session and how to register.

- PIPER will post the event to IPE Manager and an auto-generated 'course offering' email announcement will go out to students in the target audience.

EXECUTION

- Be early to the room and/or prompt to start the videoconference. Greet learners as they arrive.

- If on-site, A/V access will require passwords. Know what / arrange to know what they are in advance.

- Land Acknowledgment: At McMaster University, we are committed to the principles of equity, diversity and inclusion. We hope to foster a cohort of students and graduates who are aware and serious about reconciliation. As such, we encourage you, as leaders in the community, to adopt land acknowledgments at the beginning of your meetings or events, irrespective of the size.

  https://healthsci.mcmaster.ca/docs/librariesprovider59/resources/mcmaster-university-land-acknowledgment-guide.pdf?sfvrsn=7318d517_2

- Attendance:
  - In-person events – make sure attendees sign an attendance sheet
  - Virtual events – make sure attendees' names, emails and programs are captured for attendance purposes.
  - Attendance sheets must be sent to PIPER immediately following the conclusion of your event.

EVALUATION

- Students are required to fill out PIPER evaluation form before IPE credit will be granted.

- Evaluation forms will be sent out electronically through IPE Manager.

Additional Resources

Hill E, Morehead E, Gurbutt D, Keeling J,,et al. 2019, '12 tips for developing interprofessional education (IPE) in healthcare', *MedEdPublish,* 8, (1), 69, https://doi.org/10.15694/mep.2019.000069.1