

PLP Team Meeting
June 19, 2008 • 10:00 am – 12:00 pm
LI Conference Rm, 600-525 University Av

Scheduled Participants

■ Lorelei Lingard - Chair

■ Jennifer Buccino

■ Jane Cameron

■ Michele Durrant

■ Bonnie Fleming-Carroll

Standardized Patient Program

■ Diana Tabak

■ Fauzia Gardezi

■ Mandy Lowe

■ David Nicholas

■ Lynne Sinclair

Administration

■ Naomi Badger

■ Sue Tallett

□ CHEO: TBD

Guests

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AGENDA

Main Meeting Topic: Project Scheduling: Team training and student placements
 Team project schedule

10:00 AM STANDING AGENDA ITEMS

1. General Project Information/Updates (15 min)

Purpose	Lead	Item
FYI	Lorelei	i) CHEO Orientation Discussion update ii) SK team A meeting & status iii) Communications Strategy – First Draft (HANDOUT) iv) Updated Orientation package (HANDOUT)
DISC	Lorelei	v) Team Meeting Schedule / Outline for Project (HANDOUT)
	Lynne	vi) Toronto Rehab Planning: ♦ status discussions ♦ next steps ♦ REB application
NEW > DEC	Jane	vii) Method of correcting / finalizing minutes & other records

2. Team Training (5 min)

Purpose	Lead	Item
FYI	Jane	i) draft Team Training component pieces currently in development ♦ agenda options ♦ scenario option bank ♦ participant & team learning goals ii) contact meetings with team members and others during summer iii) Need to schedule training space at Toronto Rehab and SickKids
DISC		
DEC		

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3. Interprofessional Education Placements (15 min)

Purpose	Lead	Item
FYI	Jennifer B.	Status Requirements
DISC	Lorelei / Jennifer	IPE group plans to meet to manage process issues as needed, and ensure lessons learned are being captured
DEC		

4. Reporting & Dissemination (2 min.)

Purpose	Lead	Item
FYI	Naomi	First quarterly report - status
DISC		
DEC		

5. Data (5 min.)

Purpose	Lead	Item
FYI	Fauzia	i) NVIVO & reasons this application chosen ii) Method of storing field notes
DISC	Lorelei	Data Working Group – approach to operational work - core working group members - (others ?) - plan for reporting back to full team
DEC		

10:50 AM Project Scheduling Discussion:

Student Placements and Team Training
Full Team Meeting Schedule

11:50 AM

- July activities**
- Gather input from individual team members re: team training & project management
 - Team Training Work Group Meeting
 - Student Placement Work Group Meeting
 - Data gathering - Team Observation begins + student auto-ethnography
 - Discussions proceed re potential units/participants and scheduling

Next Scheduled Full Team Meeting:
Learning Institute Conference Room, 600-525 University
10:00 AM – 12:00 Noon
OPTIONS: Monday August 11, 2008
Tuesday August 19, 2008