

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

**Attendees**

■ Lorelei Lingard

**Team Training Working Group**

- Jane Cameron
- Michele Durrant
- Bonnie Fleming-Carroll
- Fauzia Gardezi

**Standardized Patient Program**

- Diana Tabak

- Mandy Lowe
- Lynne Sinclair
- David Nicholas
- Sue Tallett

**Administration**

- Naomi Badger

■ Jennifer Buccino

□ CHEO: TBD

**Guests**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**MINUTES**

**Action Items**

<b>Lead</b>	<b>Action</b>	<b>Due</b>
Jen & Jane	Provide Lorelei with bulleted list of priority items to include in email to Joe	By June 20
Lynne	Give contact info for (IPE Leader in the Academic Health Council @ UofO) to Lorelei	June 20
Lorelei	Follow-up with (CHEO) re: names of educators, layout/timelines of units, someone to assist in selecting team units, and invitation to preceptor course to be held in Dec	Wk of July 7
Jane	Circulate electronic copy of Orientation Package Set up individual meetings to discuss team training plans, communications strategy and project team processes	June 20 Over next week
Lorelei Lynne & Mandy	Meet regarding approaching Toronto Rehab unit managers	Aug 7 (to be confirmed)
Lynne	Speak with unit managers and request to be put on their unit meeting agendas for the first week of Aug	Wk of June 23
Lynne & Mandy	Identify Toronto Rehab teams	
Lorelei	Contact xxxx to request assistance with observations in Sep and Nov, pending Toronto Rehab confirmation of proceeding with two units	Pending
Fauzia	Email xxxxx to see if there were any issues after June 17 <sup>th</sup> presentation to SK unit and coordinate to begin observations. Let Jen know if she can contact yyyy to coordinate education placement	Wk of June 23  Pending
Lynne & Mandy	Continue with internal discussions to identify Toronto Rehab teams	
Jen	Follow up with xxxxx or the identified alternate student placement contact for this unit Provide 2 tentative dates in Dec for preceptor course	
Jane	Coordinate with xxxxxx to sch next tm trg workshop-5 hrs	

**Decisions**

<b>Lead</b>	<b>Action</b>
Lorelei	<ul style="list-style-type: none"> <li>● Summer PLP meeting to be held Aug 11, 2008 (10am – 12noon).</li> <li>● Team Training Working Group core members comprised of Lorelei, Fauzia, and Jane</li> <li>● xxxxxx will be asked to help with observations if this proves necessary</li> </ul> <p align="right">... cont'd</p>

# PLP Team Meeting

Minutes – 2008-06-19

## Decisions Continued

Lead	Action
Jen Jane	<ul style="list-style-type: none"><li>• Max. time between team training and student placement should be 1 month</li><li>• Student Placement Group will meet on July 24</li><li>• Traditional fieldnotes method (vs. observation form) being used to gather data.</li><li>• At least 1 Toronto Rehab student placement will be booked for fall</li><li>• 2<sup>nd</sup> Toronto Rehab team must be set up by end of July for Nov placement (or else placement will be in Jan)</li><li>• SK facilitator could be taken to a CHEO unit, so there would be enough facilitators to run 2 placements there concurrently—timing to be made firm by Sep</li><li>• 2 CHEO participants need to be trained in the preceptor course. The individuals who will serve as facilitators need to be identified and the date for their facilitator course made firm (likely December).</li></ul>

## 10:00 AM AGENDA ITEMS

### 1. General Project Information/Updates (40 min)

- Lorelei i) CHEO Orientation Discussion update: See Action Item above
- ii) SK Team A meeting and status: Meeting with went well—anticipate that observations will start week of June 30 if xxxxxconfirms that it is all right to begin that week. Reinforced that a KEY MESSAGE which should be repeated when meeting with others is that the project is not assessing the team's performance. Rather it is observing how they function.
- Jane iii) (Draft )Communication Strategy was circulated and discussed, team members asked to review and provide feedback when meeting with Jane over next few weeks
- iv) Updated Orientation Package was circulated and discussed—see Decision item above
- Lorelei & Jane v) Team Meeting Schedule / Outline for Project was circulated and discussed—timing for summer PLP meeting and target time frame for presentation to CHEO was set—see Action and Decision items above
- Lynne viii) Toronto Rehab planning: checked status of REB approval, able to get the application Fast-tracked, should be completed by first week of July

### 2. Team Training (10 min)

- 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

### 3. Interprofessional Education Placements (10 min)

- Jenn Status: July 9<sup>th</sup> is next preceptor course, with another to be scheduled for Dec for CHEO facilitators
- Jen IPE group plans to meet to manage process issues as needed, and ensure lessons learned are being captured: Group will meet on July 24

### 4. Reporting & Dissemination

- Naomi First report submitted to Ministry

## 11:00 AM Project Scheduling Discussion:

Student Placements and Team Training  
Full Team Meeting Schedule

**BROUGHT FORWARD**

Team Training: Agenda Item 2.iii)--Need to schedule training space at Toronto Rehab and SickKids

Agenda Item 5--Data

Fauzia i) NVivo & reasons this application chosen

ii) Method of storing field notes

Lorelei Data Working Group – approach to operational work

- core working group members -

- plan for reporting back to full team

**Next Team Project Meeting:  
Monday, August 11, 2008, 10:00-12:00  
Learning Institute Conference Room, 600-525 University**