

Project Handbook:

A Guide to Early Planning for the
Development of an Interprofessional Collaboration
and Education Program in a Healthcare Setting

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from the

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Introduction

This handbook has been developed to support early discussion of important assessment and planning questions for those either contemplating or preparing to initiate a combined IPC/IPE educational program in a healthcare setting. The Handbook may be used on its own, or in conjunction with the companion documents, the *IPC Workshop Resource Kit* and the *IPE Toolkit*. While the Handbook is aimed at those in the planning and development stages, the IPC Resource Kit and IPE Toolkit offer more specific suggestions about the actual implementation of the learning activities once an organization has committed to developing an IPC/IPE program.

The Project Handbook consists of nine sections. Section I provides a brief overview of the PLP project to give some context for what follows. Section 9 concludes with a list of the materials developed during the implementation of the PLP project and offers links to the downloadable versions found under the website Resources tab. The heart of the handbook material can be found in Sections 2 – 8. These sections focus on various aspects of initiating an IPC/IPE program that require thorough planning in advance and focussed management during program implementation.

Sections 2 through 8 each open with a series of Questions to Consider. These questions are intended to help readers assess their options and plan a program within their own unique situation. This is followed with some illustrative examples drawn from our own PLP story. Here we've summarized some of the challenges that arose when putting our plan into action, and the corresponding strategies that helped us continue to move forward.

While the development of an IPC/IPE program will most likely require some consideration be given to issues related to each of the named handbook sections, we know that every program setting has its own unique set of conditions. This means that not all the topics presented in a section will necessarily be relevant to your interests. To facilitate browsing the Questions to Consider we have selected one key question to appear with each named topic. If this topic interests you, the link provided will open additional questions related to the topic. A PDF that includes the entire set of Questions to Consider is available under the Resources tab. (see PLP Materials)

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Handbook Terminology

For the purposes of this study it was important to distinguish between interprofessional collaboration as practiced by professionals working in clinical teams and the building of interprofessional collaboration knowledge, skills, and attitudes by pre-licensure, healthcare students. To maintain consistency and clarity throughout the project implementation and materials, the PLP Project has used IPC to refer to the interprofessional collaboration of practicing professionals and IPE to refer to the curriculum and learning associated with healthcare students at the pre-licensure stage.

IPC or Interprofessional collaboration = the collaboration of healthcare professionals working together in a clinical team comprised of three or more professions.

IPE or Interprofessional education = process of learning how members of different healthcare professions work collaboratively and the curriculum related to that learning, for pre-licensure healthcare students.

9. Project Materials

IPC/ IPE project implementation documents

IPC - Staff

1. Team PLP Intro Mtg Handout
2. IPC Staff Consent
3. IPC Workshop Poster Series
4. IPC Facilitator Guide
5. IPC Role Play Guide
6. IPC Workshop Agenda
7. IPC Workshop Handout
8. IPC Workshop Participant Eval Form
9. IPC Facilitator Workshop Summary

IPE - Students

1. IPE Plcmt Communications
2. IPE Intro Tutorial & Plcmt Details
3. Sample IPE Facilitator Prep Mtg Agenda
4. IPE Student Consent
5. Interdisciplinary Education Perception Scale (IEPS) – Luecht et al, 1990
6. IPE Plcmt Handout – Preceptor
7. IPE Plcmt Handout – Student
8. IPE Plcmt Handout – Team
9. IPE Student Pre-plcmt Eval
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11. Shadowing Task Sheet
12. IPE Program Eval – Preceptor or Clinical Faculty

General Project

1. PLP Protocol
2. Sample REB Application
3. Sample REB Amendment
4. Notice to Parents
5. PLP Introduction Pack
6. Sample Steering Committee Agenda
7. Sample Steering Committee Minutes
8. Feedback Session Handout
9. Steering Committee Evaluation Form