

Partnered Learning Project

IPE Facilitator's Planning Meetings

Suggested Agenda Items

Pre-Placement Meeting

1. Organization:
 - Scheduling of time and place for tutorials, catering
 - Making contact with the students
2. Introductory tutorial:
 - Content to be included
 - Icebreakers
 - Pre-IPE evaluation
 - Planning for weekly tutorials
3. Student presentation
4. Division of work for the IPE co-facilitators
5. General facilitation and planning for mid and end of placement meetings
6. Other?

Mid-Placement Meeting

1. Overview of tutorials to date:
 - What has been most successful?
 - Intro tutorial review including your icebreakers used
 - Learning Objectives? Norms?
 - Patient themed tutorials
 - Content expert vs clinical expert vs...?
 - Debriefing with co-facilitators - overview
 - Other - Questions/concerns/suggestions?
2. Presentations
 - Confirmation of date and time
 - Topics/titles confirmation
 - Planning – review with IPE facilitators AND clinical faculty
3. Evaluation
4. If I only knew then what I know now....additional orientation suggestions?
5. Certificates for students

Final Placement Meeting

6. Overview of tutorials:
 - What was the most successful aspect of the tutorials?
 - Patient themed tutorials
 - Content expert vs clinical expert vs...?
 - Debriefing with co-facilitators - overview
 - Other - Questions/concerns/suggestions?
7. Presentations
 - Topics/titles confirmation
 - Planning – review with IPE facilitators AND clinical faculty
8. Student Evaluations
9. If I only knew then what I know now.... Suggestions for improvement?
10. Other