

Charity Republic

A dedicated guide to assist student navigation on using Charity Republic and additional information related to the Passport System.

University of Waterloo

School of Pharmacy

Waterloo, ON.

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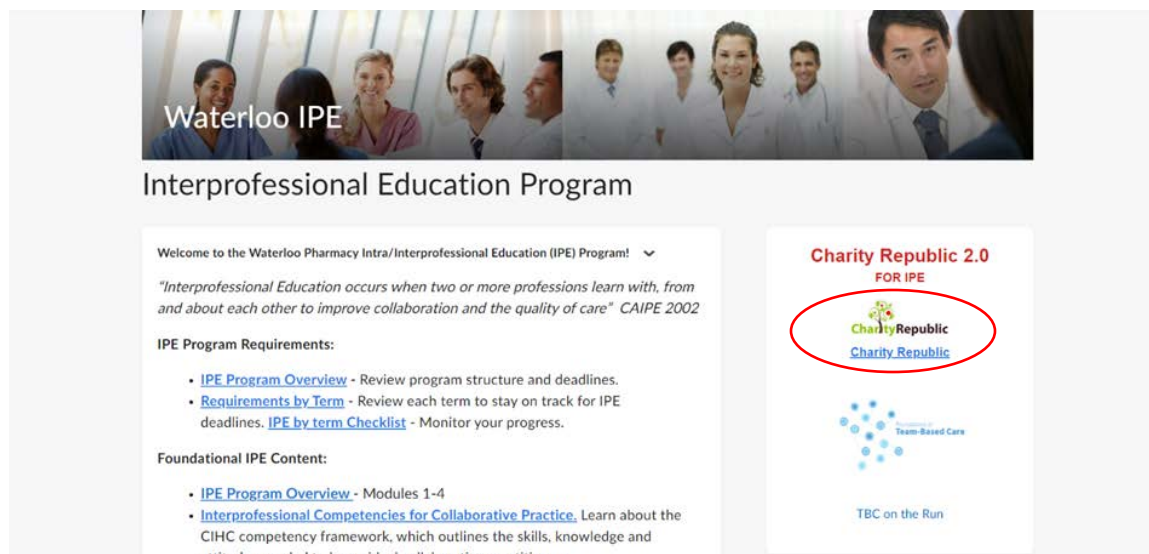
[Item 1.0]

Introduction to Charity Republic

Charity Republic is a volunteer management software that we use here at the School of Pharmacy to track your progress in Interprofessional Education (IPE) learnings. Through Charity Republic, you will find the Passport Information Guide, which will provide you all the information you need to know to be successful in the IPE program.

How to Login into Charity Republic?

When you have logged into Learn, click on the Waterloo IPE course you are enrolled in. On the right-hand side of the main landing page, you will see two links. The Charity Republic link will be the top one.



Waterloo IPE
Interprofessional Education Program

Welcome to the Waterloo Pharmacy Intra/Interprofessional Education (IPE) Program! ▾

"Interprofessional Education occurs when two or more professions learn with, from and about each other to improve collaboration and the quality of care" CAIPE 2002

IPE Program Requirements:

- [IPE Program Overview](#) - Review program structure and deadlines.
- [Requirements by Term](#) - Review each term to stay on track for IPE deadlines. [IPE by term Checklist](#) - Monitor your progress.

Foundational IPE Content:

- [IPE Program Overview](#) - Modules 1-4
- [Interprofessional Competencies for Collaborative Practice](#). Learn about the CIHC competency framework, which outlines the skills, knowledge and attitudes needed to be an ideal collaborative practitioner.

Charity Republic 2.0
FOR IPE

Charity Republic
Charity Republic

Team-Based Care

TBC on the Run

After clicking this link, you will be redirected to Charity Republic and be prompted to enter login credentials:

Username: WATIAM (excluding the @uwaterloo.ca)

Password: Same password used for your WATIAM

From here, select the correct cohort that applies to you. Your Dashboard will then appear.

The screenshot shows the University of Waterloo IPE Passport System dashboard for a student named Trish Grande-Vasquez. The top navigation bar includes the University of Waterloo logo and a notifications count of 0. The left sidebar contains a menu with links for CSL, IPE, IPE PASSPORT SUBMISSIONS, and a Dashboard. The main content area features a red header with the student's name and a table showing progress for various IPE activities. The table has columns for EXP1, EXP2, IMM1, IMM2, IMM3, IMM4, REF1, REF2, REF3, and a Total column. All values are currently 0, except for the Total which is 0 / 45. Below the table, there is a section for the Exposure Phase, which includes a submission deadline and a description of the initial stage. Another section for Extracurricular Activities shows a progress bar and a message about obtaining 10 exposure IPE points.

EXP1	EXP2	IMM1	IMM2	IMM3	IMM4	REF1	REF2	REF3	Total
0	0	0	0	0	0	0	0	0	0 / 45

At the top within the red bar holding your name, you will notice each IPE reflection activity you will need to complete within your Pharmacy degree. The 0 value you see under each reflection will change as you attend events and submit reflections. Your total accumulation of points will automatically be populated as you complete reflections.

On the left-hand side, you will see a menu with redirecting links for each submission and additional information on how to submit activities/reflections.

Each phase of the Passport System and deadlines for each phase, are indicated on your Dashboard. You can use this page to see your own progress and ensure you are meeting deadlines throughout each phase.

[Item 2.0]

Passport System

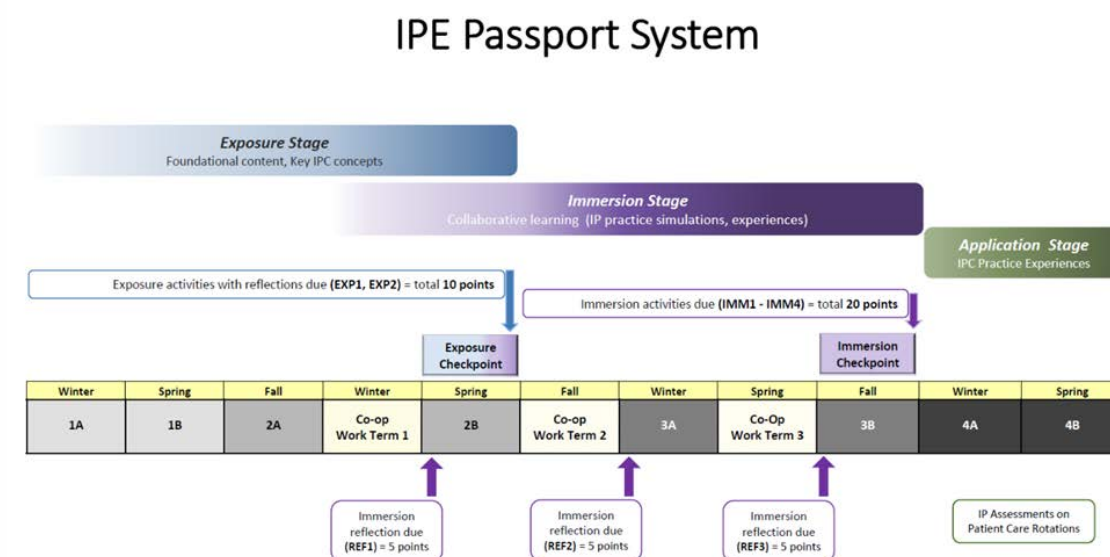
The Passport System is a central repository for all extracurricular, self-directed, IPE learning. It excludes all curricular IPE seminars, events, or activities.

To meet the requirements for IPE points, during your next 4 years in Pharmacy, you will need to:

- Develop an understanding of the knowledge, skills, attitudes, and behaviors required to be a collaborative practitioner (CIHC National Interprofessional Competency Framework).
- Identify IPE learning objectives, based on your knowledge gaps, strengths, and weaknesses.

- Seek out extracurricular IPE activities that best meet your needs.
- Document your IPE experiences and learning and add them to your e-portfolio.

The three phases of the IPE program are Exposure, Immersion and Application.



Exposure Phase

Objectives:

- To explore your current knowledge, skills, and attitudes related to at least four of the CIHC interprofessional competencies as outlined under IP Competencies.
- To network with other health care professionals/students (HCPs).
- To understand the roles of various HCPs and their overlap with pharmacy.
- To explore how different health care team's function.
- To practice communicating with other HCPs.
- To investigate the benefits of patient/family/caregiver input and engagement.
- To assess your IP strengths and weaknesses, to determine where to focus your IP learning during your co-op work terms.

Requirements:

You must collect 10 Exposure Points before the last day of class in PHARM 290 to receive course credits.

Exposure 1 w/Reflection: 5 Points

Exposure 2 w/Reflection: 5 Points.

To gain the 5 points, the event activity MUST be two hours. **If you are submitting an activity that is one hour, it will receive 2.5 points.** That is, you would need to submit two one-hour activities with a reflection for either EXP1 or EXP2, to gain the full 5 points.

Immersion Phase

Objectives:

- To further develop your current knowledge, skills, and attitudes related to all six of the CIHC interprofessional competencies as outlined under the IP Competencies.
- To build relationships with other healthcare professionals/students (HCPs).
- To engage/collaborate with other HCPs in learning activities related to healthcare delivery/patient care.
- To seek out strategies for minimizing IP conflict.
- To assess your IP strengths and weaknesses, to determine where to focus your IP learning during your clinical rotations.

Requirements:

You must collect 35 Immersion Activity Points before the last day of class in PHARM 392 to earn course credit.

- a. Four Immersion Activities
 - a. IMM1 – 5 Points
 - b. IMM2 – 5 Points
 - c. IMM3 – 5 Points
 - d. IMM4 – 5 Points

Note that two one-hour events = 5 Points. Any one-hour event = 2.5 Points.

- b. Three Immersion Reflections
 - a. REF1 – 5 Points
 - b. REF2 – 5 Points
 - c. REF3 – 5 Points

To meet requirements for each Immersion Reflection submission (due after each co-op work term), you will need to:

- Write an acceptable Immersion Level Reflection on any curricular or extracurricular IPE experience(s) leading up to and during your most recent co-op work term.
- Submit it for review on Charity Republic by the second week of class following each co-op work term.

Note: Activities and Reflections are treated as separate submissions in the Immersion Phase.

Application Phase

Objectives:

- To practice working collaboratively with patients and other healthcare providers.
- To refine your collaborative skills.
- To assess your IP strengths and weaknesses, to determine where to focus your IP learning during your clinical practice as a licensed practitioner.

Requirements:

- Clinical Practice Assessment, completed by the pharmacist preceptor.
- Interprofessional Evaluation – IP Assessment, completed by a member of another profession, who has had an opportunity to collaborate with the student in the provision of care.
- Interprofessional Rotation Self-Assessment.

Curricular IPE

In addition to extracurricular activities, the curriculum includes a variety of IPE activities and assessments with regional partners, across all three phases of the program. Please see the [LEARN IPE Site](#) for more information on curricular activities.

[Item 3.0]

Submission Procedures

Below, you will find instructions on submitting either the EXP, IMM or REF component of your IP learning.

[Item 3.1]

Exposure Activity with Reflection

Using the menu, select the “Submit an Exposure Activity with Reflection” option (highlighted in the image below) and you will be redirected to a page that looks similar to your Dashboard.

The screenshot shows the University of Waterloo IPE Passport Submissions dashboard. The left sidebar contains the following navigation options:

- CSL
- IPE
- IPE PASSPORT SUBMISSIONS
 - Dashboard
 - Submit an Exposure Activity with Reflection (EXP)**
 - Submit an Immersion Activity (IMM)
 - Submit an Immersion Reflection (REF)
- IPE PASSPORT INFORMATION GUIDE
 - Overview of Requirements and Timelines
 - Activity Requirements
 - Reflection Requirements

The main content area is titled "EXPOSURE EVENTS" and features a large red form for submitting an exposure activity. Below the form, there is a table showing the submission progress for various activities.

#	Exposure Event	Activity Date	Submitted	1: Activity	2: Proof	3: Reflection	Status	
EXP1	Test Event	2023-07-06	2023-07-06	✓	✓	✗	Incomplete	0

For your first submission, start by clicking the “Submit Exposure Activity,” button located on the right-hand side of your screen.

The first step is to describe the event by filling out the required fields. There is a combination of drop-down menus and sections requiring full text.

NOTIFICATIONS 0

[TRISH GRANDE-VASQUEZ](#) / [EXPOSURE EVENTS](#) / [CREATE EVENT](#)

Step 1:
 Describe the Exposure Activity You Attended or Plan to Attend

Step 2:
 Provide Proof You Participated in this Exposure Activity

Step 3:
 Write a Reflection on this Exposure Activity

How to Use this Form

Prior to filling out this form, read the [Submission Procedures](#) Section.

Step 1: Describe the Exposure Activity You Attended or Plan to Attend

Provide a description of the Exposure Activity you attended or plan to attend by filling out all fields below.

Activity *

Activity Name *

Topic *

(Must focus on health or social care.)

At the end of the first step, there will be three options provided to you. If you have not completed all the fields and want to return to complete the details at another point, hit the first button “save draft”.

Is your form incomplete?

Click here if you would like to finish filling in your form later.

1

Save Draft

Requesting pre-approval before participating in an activity?

Click 'Submit Proposed Activity for Pre-Approval' ONLY if you are requesting approval prior to participating in an activity. Do not fill out Step 2 and 3 until after participating in an approved activity.

2

Submit Proposed Activity for Pre-Approval

Submitting your Activity-Reflection without pre-approval?

Do not click 'Submit Proposed Activity for Pre-Approval' if you already participated in the activity and are currently submitting your activity-reflection for Exposure Points. Click on 'Save Description of Activity I Attended' and continue to Step 2.

3

Save Description of Activity I Attended

If you are unsure if the event meets the activity requirements, you can submit it for pre-approval (second option).

If you know the event meets criteria and/or have other peers who have been approved to attend the event, you are able to begin the reflection portion by selecting the third button.

Step two requires supporting documentation, or proof of participation.

Step 2: Provide Proof You Participated in this Exposure Activity

Provide proof you participated in this Exposure activity by attaching acceptable documents below. For information on what is considered acceptable proof, please see the [Supporting Documentation Requirements](#) section.

For online activities, a minimum of two screen captures need to be submitted, one at the beginning and one near the end of the event. Screen captures must display your name as a participant, some event content and time stamps.

Attachments

wild.jpg

Choose File No file chosen

Remove

Add

Note:

If you did not complete Step 1 prior to participating in this activity, please complete it now.

Submit Proof

After submitting proof, this will take you to the final step of the Exposure submission, a reflection about the activity.



Step 3: Write a Reflection on this Exposure Activity

Exposure Reflections are to be based on your interprofessional experiences at the Exposure Activity specified in this form. Your Exposure Reflection will be graded using the rubric below. Before you begin writing, take a few minutes to review the areas being assessed, and the expectations for each. Once your reflection is graded, you will be able to review your score on the rubric below, to see how your reflection met the requirements of each area. If one or more areas fall Below Expectations, your reflection may be declined, and you will be required to submit a revised reflection.

Exposure Reflection	Exceeds Expectations	Meets Expectations	Below Expectations
Understanding of IP Competencies	Reflection explores the complexities of the interprofessional competencies. The application to the student/the pharmacist perspective is highlighted. <i>This may include the process of building effective working relationships, examination of the</i>	Reflection recognizes and articulates the component aspects of one or more of the interprofessional competencies or related skills.	The interprofessional competencies are not mentioned or not adequately explored.

There will be 3 sections you will be required to answer. Each of these sections have guiding questions to help you keep on track. You will also notice a rubric which will have the specifics of how you will be graded.

[Item 3.2]

Immersion Activity

Minus the reflection, the submission process for the immersion activity is nearly identical to the EXP ones.

To submit an IMM, select the "Submit an Immersion Activity (IMM)" option on the left-hand side menu.

The screenshot shows the University of Waterloo Immersion Events dashboard. The sidebar on the left contains the following links: CSL, IPE, IPE PASSPORT SUBMISSIONS, Dashboard, Submit an Exposure Activity with Reflection (EXP), Submit an Immersion Activity (IMM), Submit an Immersion Reflection (REF), IPE PASSPORT INFORMATION GUIDE, Overview of Requirements and Timelines, Activity Requirements, and Reflection Requirements. The main area features a calendar and a progress bar with the following data:

EXP1	EXP2	IMM1	IMM2	IMM3	IMM4	REF1	REF2	REF3	Total
0	0	0	0	0	0	0	0	0	0 / 45

Below the progress bar is a table of immersion events:

#	Immersion Event	Activity Date	Submitted	1: Activity	2: Proof	Status	
IMM1	Test IMM	2023-07-05	2023-07-06	✓	✗	Incomplete	0

You will be asked to fill out the required details to describe the activity in the first step and to submit proof for the second step.

- **Online Activity IPC Takeaway:** For immersion submissions please include a summary of what you learned specifically about interprofessional collaboration and the CIHC competencies during this activity, and how you feel it will impact your future practice.

[Item 3.3]

Immersion Reflection

To submit a REF, select the "Submit an Immersion Reflection (REF)" option on the left-hand side menu.

UNIVERSITY OF WATERLOO NOTIFICATIONS 0

CSL +

IPE -

IPE PASSPORT SUBMISSIONS

- Dashboard
- Submit an Exposure Activity with Reflection (EXP)
- Submit an Immersion Activity (IMM)
- Submit an Immersion Reflection (REF)

IPE PASSPORT INFORMATION GUIDE

- Overview of Requirements and Timelines
- Activity Requirements

IMMERSION REFLECTIONS

Dashboard Edit Student

EXP1	EXP2	IMM1	IMM2	IMM3	IMM4	REF1	REF2	REF3	Total
0	0	0	0	0	0	0	0	0	0 / 45

Submit Immersion Reflection

#	Immersion Reflection	Submitted	Status
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Though there is a single page for this submission, there are two parts to it.

The first, is the reflection which is laid out similarly to the Exposure and Immersion Activities.

The second, is the ICCAS survey (a link embedded within Charity Republic for your convenience).

4) Personal and Professional Development

Before you write section 4) of your reflection, you will need to complete the ICCAS self-assessment survey in Qualtrics to rate your interpersonal collaborative competency abilities before and after your work term.

Use your 'after' survey ratings to identify the skills you see as strengths, as well as those you would like to explore or develop further, and outline your next steps for professional development in these areas. Also describe any changes in your level of confidence, assumptions, biases, and attitudes.

Remember to click on 'Save Draft' below before you complete the survey, so you don't lose the first 3 sections of your reflection.

Note: At the end of your ICCAS assessment, be sure to enter your email to receive a copy of your results. We recommend saving these results for reference in future submissions so you can reflect on your progress over all three co-op work terms.

Save Draft

Save & Submit

Please note: When you arrive at question four, please complete the ICCAS survey prior to completing the final question.

[Item 4.0]

Submission Requirements

All submissions of any activity and reflection are expected to have all required fields completed.

Please note that depending on the activity or event, IP Team Members may decline your submission.

Activities or events that have been previously denied are:

- **Curricular Activities:** Activities meeting requirements for a course.
- **Duplications:** Repetition of similar IPE activities will NOT be accepted.
- **Host/Organizer:** Presentations made by professionals to promote their own products or services to the public.
- **Speakers:** Speakers are primarily pharmacy professionals/students.
- **Intended Audience/Participants:** Primarily made up of pharmacy professionals/students.
- **Expected IP Mix:** Any activity where the number of pharmacy professionals/students far exceeds that of other health care professionals/students.
- **Online Restrictions:** We may decline online activity if limits have been set on the number of online activities accepted for a cohort within a specified time frame.
- **Online Format:** All recorded sessions will be declined; events must be live.

For Immersion Activities only, we also may decline:

- **Topic:** Focused exclusively on alternative health care practice.
- **Host/Organizer:** Educational events sponsored by one pharmaceutical company. (Educational conferences sponsored by multiple pharmaceutical companies are eligible).
- **Social Aspect:** Interprofessional social events, (e.g., wine and cheese, events including lunch or dinner at a restaurant).

[Item 4.1]

Proof of Attendance

Unless the activity organizer confirms with you that they will be providing IPE staff with an attendance list after the activity, you must provide proof of your attendance, (not confirmation of registration), to earn IPE points. **All supporting documentation must include your name.**

Examples of Acceptable Supporting Documentation (**more than one piece of evidence may be required to verify attendance**):

- Photo of you (at the activity), wearing a nametag.
- Image of your activity package, (agenda, name tag, etc.).
- Eventbrite ticket with your name on it.
- Attendance forms, sign-in sheets.
- Organizer/ host/ supervisor attendance verification letter/email, (after attending, NOT confirming registration)

Online Proof of Participation:

- For online activities, a minimum of two screen captures needs to be submitted (one at the beginning and one near the end of the event), provided they both display your name as a participant, some event content, and time stamps.
 - If an event format does not allow you to show your name as a participant, please pull up your outlook email as a tab to show your name along with the content from the event. You can also rest your student card against the screen and snap a photo.
- Alternatively, if a certificate of completion is issued this would be accepted. Note, this is not the same thing as a 'thank-you' follow-up email.
- If you are participating in two 1-hour activities (2.5 points/each), both will require a complete submission with proof of participation and any reflection questions.

[Item 5.0]

Submission Deadlines & Turnaround Dates

Course credit for checkpoints (PHARM 290 and PHARM 392) will be contingent upon completion of IPE requirements. If submissions are received after course checkpoint

deadlines, you will receive no credit (NCR) for the course and will need to contact pharmacyIPE@uwaterloo.ca to make arrangements to complete the outstanding assignment(s).

In general, turnaround times will vary depending on the current volume of student submissions in Charity Republic. Please be patient during our busy periods (February and July).

	Student Submission Deadline	IPE Team Turnaround Time
Activity Pre-Approval Requests	One week before approval is required.	Pre-approval requests will usually generate a response within 48 hours (about 2 days), and no later than five business days afterwards.
Exposure Activity/Reflections Submission	No later than 2 weeks after the activity, or by the last day of class for PHARM290 (whichever comes first).	Exposure submissions are graded in priority sequence, based on submission date. It may take up to 2 months to receive a graded rubric for your reflection, depending upon how many submissions are received in that time frame.
Immersion Activity Submission	No later than 2 weeks after the activity, or by the last day of class for PHARM 491 (whichever comes first).	It may take up to 2 weeks for your activity submissions to be reviewed.
Immersion Reflection Submission	No later than 2 weeks from the start of the academic term, that follows the corresponding co-op work term.	Reflection submissions are graded in priority sequence, based on submission date. It may take up to 4 weeks to receive a graded rubric for your reflection, depending upon how many submissions are received in that time frame.

[Item 6.0]

IP Competencies

What is IPE?

"Occasions when two or more professions learn with from and about each other to improve collaboration and the quality of care." (CAIPE, 2002)

What is Interprofessional Collaboration (IPC)?

"A partnership between a team of health providers and a client in a participatory, collaborative and coordinated approach to shared decision-making around health and social issues." (CIHC, 2010)

Interprofessional Competencies

Throughout the three phases of the program, students will be given opportunities to demonstrate their expertise in the six interprofessional competencies identified by the [Canadian Interprofessional Health Collaborative](#) (CIHC) as critical to becoming a valued member of a health care team.

1. Patient/ Client/ Family/ Community-Centered Care

Supporting participation as integral partners, listening to the expressed needs of all parties in shaping and delivering care, etc

2. Interprofessional Communication

Ensuring common understanding, effective use of technology for collaborating, making referrals, practicing full disclosure and transparency, etc.

3. Team Functioning

Creating and maintaining effective working relationships. Establishing trust, mutual respect, open communication, etc.

4. Role Clarification

Communicating and accessing roles, knowledge, and skills appropriately, etc.

5. Collaborative Leadership

Facilitating shared decision-making, supporting leadership depending on context, continued individual accountability, etc.

6. Interprofessional Conflict Resolution

Understanding conflict, its positive potential and how to manage it when it arises.