

Student-Led IPE Event Proposal Form

Submitting Your Request for Event IPE Points

Student-led IPE events and activities that meet Passport program requirements are eligible for IPE points, if approved in advance by the Waterloo Pharmacy IPE team (pharmacyipe@uwaterloo.ca).

If your student group is organizing an interprofessional event or activity, please follow these steps to apply for IPE points:

1. Review the Event Planning Guide (available in LEARN)
2. Review Passport program requirements for Exposure and Immersion activities in **Charity Republic** and decide whether your activity might qualify for Exposure only, or for either Exposure or Immersion points.
3. Complete an **IPE Event Application Form** (below)
 - a. Submit your form to pharmacyipe@uwaterloo.ca a minimum of 4 weeks prior to your event to allow time for review, approval and event promotion.
 - b. You will receive feedback within 48 hours indicating whether your activity has been approved, declined or requires more information.
4. If you are applying for **Immersion** approval, and your form meets requirements, email the following additional information to pharmacyipe@uwaterloo.ca when ready.
 - a. Your IPE Learning Objectives and description of how you will meet them
 - b. Your Agenda
 - c. Event materials such as speaker slide deck, cases for discussion, facilitation questions, etc.
5. If you have indicated you wish to promoting your event internally to pharmacy students and/or externally to our IPE partners at Optometry, Renison Social Work, McMaster Medicine, Conestoga College Nursing or Western (health and social care programs) email us an **event poster with a registration link** to share.

Student-Led IPE Event Proposal Form

Eligibility:

- Events must be 2 hours minimum.
- Events with speakers who are predominantly pharmacists are not eligible for IPE points.
- Activities intended for patients/caregivers or the general public, are only acceptable if there are other health care professionals/students in participation.
- Activities are not eligible for IPE points if the number of pharmacists /pharmacy students far exceeds that of the other participants.
- In the Immersion stage, students are expected to interact/collaborate/engage in activities with other health care provider/student participants/speakers. This does not include social events (e.g. dinner at a restaurant)
- The topic must focus on health or social care.
- Presentations made by professionals to promote their own products or services will not be approved.

1. We are applying for approval for an:

- ☐ Exposure Event
- ☐ Immersion Event

2. Activity Name:

3. Topic:

4. Format/ Event Activities and Expected Level of IP Interactivity

Specify all that apply - seminar, workshop, IP speaker panel, large group case discussion, breakout group activity, role-play, simulation, journal club, job shadow, Q&A, team exercises, etc.

Are there any social aspects to the activity? E.g. icebreaker games, networking, dinner, etc.

5. Host Name/ Student Organization:

6. Host Description:

Student organization mandate, small group, etc.

7. Sponsors:**8. Location/ Venue/ Setting:**

Please indicate if event is being held online and identify the technology that will be used.

9. Date, Time and Duration of Activity**10. Speaker:**

Please include name, title, discipline, practice site.

11. Intended Audience/ Expected Participants:**12. Expected Interprofessional Mix**

Number of pharmacy students out of total health care practitioner/student participants, e.g. ratio of low, equal, or high.

13. Student Role in this Activity

14. Relevance to IPE

While clinical information may shape the event the interprofessional competencies should be prominently incorporated and a central part of the expected learning outcomes. Please include at least **2 learning objectives** related to Interprofessional Collaboration and specify what CIHC competencies students will have the opportunity to develop during this activity. Assistance on this can be found in the IPE Event Guide. In addition, please describe how the event will achieve the IPC learning objectives you have set out (this could include introductory comments, the facilitated questions you are using, the breakdown of roles in a case, guest speaker talking points, interactive survey questions, etc.)

Learning Objectives:

How these will be achieved:

**Draft learning objectives may be submitted if the host is early in the organizing process, but final versions must be submitted before final approval of the event.*

15. Other Pertinent Information:

16. Activity URL/ Link:

17. Once approved, we would appreciate assistance in promoting this event:

- ☐ To all pharmacy students
- ☐ To a specific cohort:
- ☐ To our IPE partners:
 - ☐ Medicine (McMaster University)
 - ☐ Nursing (Conestoga College)
 - ☐ Social Work (Renison, Laurier)
 - ☐ Optometry (UW)
 - ☐ Pharmacy assistants or technicians (Westervelt, Fanshawe)
 - ☐ Other. Please specify:

18. Name(s) and emails of student organizer(s) applying for IPE event points: