

## **Planning Committee Minute Guidelines**

- An integrated planning process that includes health care professionals that is reflective of the target audience (if two or more, please consider Interprofessional).

### **Discussion points:**

- Discussion about what gap you are trying to meet (what is currently happening, what would you like to see happen, how will you get there)?
- Objectives: by the end of this activity, the learners should be able to... They could apply to all health care professionals (patient outcomes) but you can also have individual objectives for each specialty/profession.

### **If it is Interprofessional Education\***

- An intent to achieve outcome(s) that reflect a change in skills, strategy or performance of the health care team and/or patient outcomes
- Include one or more of the interprofessional competencies: values/ethics, roles/responsibilities, interprofessional communication, and/or teams/teamwork
- Discussion on how the two or more target audience groups will have the opportunity to learn from each other (presenters from various professions, question & answer session, panel discussion etc.)

Activity Evaluations should seek to determine:

- Changes in skills, strategy, performance of one's role or contribution as a member of the healthcare team; and/or
- Impact on the healthcare team; and/or impact on patient outcomes

*\* There has to be at least two target audience groups involved in order to qualify for Interprofessional Education – it does not just have to be physician, nurse or pharmacy - can be patients, social workers, dentist, students etc.*