

### **Planning Committee Minute Guidelines**

- The minutes should include a representative for each target audience in attendance (a physician, a nurse and/or a pharmacist). Please label them in the minutes.

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 for each target audience (by the end of this activity, the learners should be able to...) They can be the same for all groups

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

- Discussion on how the meetings will help each target audience achieve their goals
- Discussion on how the two or more target audience groups will have the opportunity to learn from each other
  - Can be Q/A after a presentation 50 minute didactic/10 minute Q/A
  - Panel discussions
  - Presenters from various professions
  - If enduring – suggest having a discussion board

*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 etc.*