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

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.