

Interprofessional Education (IPE) Coordinating Committee (IPECC)

IPE Community Engagement Sub Committee Terms of Reference

Purpose: The IPE Community Engagement Sub Committee (CESC) comprises members from academic programs at Dalhousie and external stakeholder groups (other learning institutions, community groups, students, community members, and the health care provider community) with the intent to integrate both community and academic voices in the further development of IPE and IPC for excellence in student IPE learning. The engagement of external stakeholders will be targeted and purposeful. The Sub Committee will use the IAP2 framework for community engagement.

Responsibilities:

- Be a resource for IPECC and other sub committees/working groups in order to inform programs/projects with the community experience;
- Collaborate to identify community needs related to IPE/IPC learning
- Develop processes and structures for continued integration of internal and external stakeholder dialogue
- Assist to inform and facilitate sustainable knowledge translation strategies for IPE/IPC competencies and practices in the external and internal communities
- Develop shared language amongst external and internal stakeholders related to IPE/IPC
- Share IPE activities between community stakeholders and Dalhousie
- Identify areas of potential collaborative projects and work towards putting the resources in place to ensure their success and sustainability;
- Expand and contract membership based on the project needs at the time, so to ensure appropriate voices are heard related to a particular subject and that the reason for engagement is clear and purposeful. The IAP2 will be used to ensure appropriate understanding of committee member involvement on projects.

Membership:

- Three IPE Coordinators from the Faculties of Dentistry, Health and Medicine. (3)
- At least 1 faculty/staff representative from each of the Faculties of Dentistry, Health and Medicine. (3+)
- Public and private partners
 - IWK (1)
 - NSHA (2)
 - DHW (1)
 - Private practice (2-3) (e.g. Dentistry, PT, Pharmacy, etc)
 - Educational institutions (2) (e.g. NSCC, MSVU, Eastern College)
 - Community members (1-2)
- Students (1-2)
- Executive Director of NS Regulated Health Professions Network (NSRHPN).
- Membership will represent the diversity of the community.
- Members may sit on the committee for a minimum of two years.
- The Chair will be elected from within the Committee for a minimum two-year term (with possibility of term renewal).

Decision Making and Meetings.

- Meetings will be held six times per year, with additional meetings being called by the Chair as required.
- Decisions will normally be made by consensus and without a formal vote. If a decision cannot reasonably be reached by consensus, IPECC will be consulted.

Reporting and Accountability

- The IPE Community Engagement Sub Committee is a committee of the IPECC and therefore reports and is accountable to the IPECC. Recommendations are reported back to the IPECC.
- The Chair will serve as liaison with the IPECC, and is responsible for providing updates to the IPECC. Chair convenes the meeting and sends agenda and minutes.
- Members are expected to prepare for and attend meetings, and participate in sub-committee work as needed.

Amending the Terms of Reference

These terms of reference will be reviewed annually and may be amended with the agreement of the members, and approved by IPECC.