**West Virginia University Health Sciences Center**

**IPE Steering Committees Meeting**

**MINUTES**

**July 23, 2015 – 3:00 PM**

**HSC ADMINISTRATIVE CONFERENCE ROOM**

Those attending

Rachel Abraham, MD, MPH, Assistant Professor, School of Public Health

Stephen Alway, PhD, FACSM, Professor and Chair of Exercise Physiology

Charles (Chuck) Coole, BA, Grant Education Coordinator, IPE

Scott Cottrell, EDD, Associate Dean, Student Services, School of Medicine

Christina DeBiase, MA, EdD, Associate Dan for Academic Affairs, School of Dentistry

Kari Sand-Jecklin, EdD, RN, AHN-BC, Director, BSN Programs, Nursing

Rebecca (Becky) Kromar, RN, DNP, MBA, School of Nursing

Mary Stamatakis, PHARMD, Assistant Dean for Academic Affairs, School of Pharmacy (via phone)

Ralph Utzman, PT, MPH, PhD, Associate Professor and Academic Coordinator WVU PT

And Georgia Narsavage, Director, Office of Inter-Professional Education

Those unable to attend:

Kathleen Bors, MD, Assistant Dean of Student Services, Charleston Division

Amy Burt MOT, OTR/L, Assistant Professor, Occupational Therapy

Rashida Khakoo, MD, MACP, Professor and Section Chief, School of Medicine

Mary Beth Mandich, PT, PhD, Associate Dean, Professional Programs, WVU HSC

Michael Mueller, Student, School of Medicine

Lillian Smith, DRPH, Int Assoc Dean for Academic Affairs and Community Engagement

Louise Veselicky, DDS, MDS, Associate Vice President, Academic Affairs, HSC

April Vestal, MPH, Associate Director, Institute for Community and Rural Health

Travis White, PharmD, BCACP, Clinical Assistant Professor, School of Pharmacy

David Wilks, MD, Professor, School of Medicine

**OPENING OF MEETING**

Dr. Narsavage opened the meeting at 3:00 pm and asked for any changes or additions to the Minutes of June 30, 2015. The following changes were made and then the Minutes were approved.

1. Kari Sand-Jecklin did not attend the May 27, 2015 meeting.
2. Sessions 1, 2, and 3 for students, classrooms, and conference rooms should say room **1905** not room 1909.

**Update on IPE Office Activities**

**IPE Speaker Series**

Rachael Abraham sent an email update on the planning for the IPE Speaker Series in the Fall. She followed up on Dr. Walker’s suggestions regarding presentations involving MPH and doctoral students; and topics of collaboration with various health centers in the community and state. Suggestion that current Benedum sub-grant awardees be asked to present on their work next year was thought to be a good idea – Dr. Abraham will follow-up – see attached list. Updates for the dates and location of the IPE Speaker Series will be posted on the IPE Website, as well as in the campus e-newsletters. Amy Burt will be asked to present on her completed grant for September. We have also approached a previous speaker from North Carolina.

**Faculty Development Workshops**

Dr. Narsavage reported that brochures are currently being passed around for the October 23, 2015 **“Communicating Science and Health: An InterProfessional Workshop for Faculty”** to be presented by the Alan Alda Center for Communicating Sciences faculty (Stoney Brook University, NY) at the IPE classrooms in HSC. The speakers can be found on the second page. She asked for suggestions as to whether the pictures should be included in the email version of the flyer. All faculty facilitators are required to attend the workshop in October since the method taught then will be used in the following year. She requested the link be added on the webpage with the information regarding with the registration opens.

Dr. Narsavage reported on the **IPEC Population Health Workshop** she attended on April 29-May 1, 2015 along with Amy Funk, Lillian Smith, Janet Hunt and Lew Halloway. This IPEC workshop resulted in preparation of a one hour continued education session for faculty on Population Health to be held in December 2015. Dr. Khakoo will be asked if this can be offered in partnership with the Faculty Development series in her office.

On April 23 & 24, 2015, WVU HSC IPE Team of Susan Pinto, Chuck Coole and Georgia Narsavage attended the Duke University **Team STEPPS Training**. Dr. Narsavage distributed pocket guides from the training session and announced that guides have been ordered to distribute to faculty and students. A short discussion was held on the use of the guides to incorporate TeamSTEPPS strategic tools for the student IPE sessions. The members highly approved of the pocket guides and believe they will be most helpful. Georgia asked that each school/program recommend a faculty member to take the TeamSTEPPS training course and then train other faculty members in their professions or in IPE sessions. Liz Cohen and Gina Baugh are interested in taking the training course. Chuck Coole will send out another email requesting names to attend the training. There needs to be a team of three for each training session. See page 4 of minutes for last year’s schedule – a similar schedule is anticipated.

**UPDATE ON BENEDUM COMMUNITY-BASED CARE GRANT RFP DISTRIBUTION**

One new application has come in and Georgia sent it back with her regrets that the Grant application period CLOSED June 30th as anticipated. A total of 15 grants were awarded – see attached.

**PLANNING FOR IPE FACULTY FACILITATOR TRAININGS**

Dates for IPE faculty facilitator training sessions for 2015-2016: August 14/20/21 (2 of the 3 preferred) and December 11/14. Faculty will have the opportunity to select one of these sessions prior to the fall and spring semester student sessions. More information on these sessions will be emailed once facilitators are confirmed. See IPEC for Public Health training to be provided in December.

**SOLE SURVEYS**

Discussion was held regarding what surveys should be put on-line for students . The committee agreed that all possible surveys should be put on SOLE. Ralph Utzman will share Chuck Coole information on how to add the surveys on Sole. The committee agreed that everyone should wear nametags stating their name and profession. Before the first session on September 21, 2015, the Role survey and the IPE Perception survey links will be sent to the students to be filled out and submitted no later than two days prior to the session. Weekly reminders will be sent out from SOLE with the link to students who have not completed it. Pre-work and questions will be sent in emails to students. The “final” will be on SOLE also. We would like to use SOLE or google doc for a website for students to add in their group PERLS – take home messages.

The teamwork peer/faculty evaluation will not be used – it is not possible to complete reliably.

**UPDATE ON PLANNING FOR 2015-2015 SESSIONS ADDING TEAM-STEPPS content**

**CALENDAR CONFIRMATION FOR 2015-2016**

The MD TV links with Fukushima, the IPE rooms 2940A&B, and room 1905 have been reserved for the instructional beginning of the first 3 sessions. The final session has been confirmed for the Erickson Alumni center (approximately $12,000 cost) for the 2015-2016 Quality and Safety (TeamSTEPPS/ Root Cause Analysis) session. The program will be similar to 2014-15 sessions with changes to include an intro speaker for 30 minutes, break out groups for 1 hour team work exercise, with debriefing in larger group sessions. The surveys will be moved to SOLE to facilitate more group interaction. The pre-test will be available on line and the students will be asked to complete it, print and bring with them. There will be copies at registration. Light meals will be available at the start of sessions.

The confirmed dates and planning teams with planned TeamSTEPPS content (page in pocket guide) for 2015-2016 programs are as follows:

**Monday, September 21, 2015 at 4:00 pm:**

**“Professional Roles” - Speed Networking** similar to last year – we will try a format with intro to roles activity in HSC LRC connected classrooms 1909/IPE 2nd floor/Fukushima; move to individual conference rooms; back to network rooms for room-based (3 leaders) report out

Planning Team: Louise Veselicky, Christina DeBiase & Rachel Abraham, Georgia Narsavage

TeamSTEPPS I’M SAFE checklist p. 24

**Monday, November 2, 2015 at 4:00 pm:**

**“Teamwork”- Format /activity TBD** (building a house of cards is under review)

Planning Team: Ralph Utzman, Travis White & Chuck Coole, Georgia Narsavage

TeamSTEPPS TEAM Events: Brief, Huddle, Debrief pp 16-18 - can they be incorporated into a repeat of the activity to improve performance?

**Monday, February 8, 2016 at 4:30 pm:**

**“Communication” – revised TeamSTEPPS case**

Planning Team: Becky Kromar, Amy Burt, Georgia Narsavage, Diana Martinelli (Reed School of Media), & Chuck Coole

TeamSTEPPS SBAR, Call-out and Check-Back (Handoff?) checklists pp. 9-11

**Monday, March 14, 2016 at 4:30 pm:**

**“Quality and Safety” – Same video/ RCA** Root Cause Analysis – please confirm guest speaker – will be at Erickson

Planning Team: Chuck Coole, Bill Tullock, Becky Kromar, Amy Burt & Susan Pinto

TeamSTEPPS CUS and Two-challenge rule (DESC?) pp. 16, 17, and 18. There are 80 groups and 27 facilitators. We are need of 27 spaces, with enough room to take 20 students. Each facilitator is in charge of finding 3 conference rooms and book them for all 4 sessions. Pharmacy has stated they will be able to accommodate their 12 groups. Book for September, November and February.

**WRAP UP**

Dr. Narsavage asked members to send a representative from each School/program to Steering Committee meetings on their behalf if they cannot attend in person or join the meetings by phone.

A request had been submitted asking if an Inter-professional orientation for preceptors would be useful. The response from the majority of academic members was that Inter-professional education for preceptors would not meet program needs, however people are willing to share their specific preceptor trainings, including online formats on SOLE if requested.

**ADJOURNMENT**

The meeting was adjourned at 4:00 p.m. The August monthly meeting is scheduled and confirmed for Wednesday, August 26, 2015 at 2:00pm in the HSC Admin Conference Room.

TeamSTEPPS Registration will open on a rolling basis.

The chart below details when and where **2015 trainings** were held. Registration for courses that take place between January and March opened November 3 and those held in April and May opened January 12. Summer course registration opened March 9

2015 Training Sessions

Date of Training Location Registration Release Date

January 21-22 Tulane

May 12-13 Tulane January 12

February 2-3

UCLA Registration is now open

April 27-28 UCLA January 12

July 27-28 UCLA March 9

August 20-21 UCLA March 9

February 9-10 Northwestern

July 20-21 Northwestern March 9

February 24-25 University of Washington

Registration is now open

March 26-27 University of Washington

February 26-27 Duke

April 23-24 Duke January 12

May 21-22 Duke January 12

March 5-6 MetroHealth

May 14-15 MetroHealth January 12

August 6-7 MetroHealth March 9

March 9-10 NSLIJ

April 16-17 NSLIJ January 12

June 1-2 NSLIJ March 9

March 18-19 University of Minnesota

April 8-9 University of Minnesota January 12

July 22-23 University of Minnesota March 9

August 12-13 University of Minnesota March 9

To register for a training, please visit <https://www.onlineregistrationcenter.com/registerlist.asp?m=347&p=19&mp=1>

Current as of December 2014

It is anticipated that the 2016 schedule will be available in **November 2015** and stay with similar dates