**West Virginia University Health Sciences Center**

**IPE Steering Committees Meeting**

**MINUTES**

**September 15, 2015 – 1:00 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

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

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

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

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

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

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

Georgia Narsavage, Director, Office of Inter-Professional Education

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

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

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

Those unable to attend:

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

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

David Wilks, MD, Professor, School of Medicine

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

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

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

Pat Chase, PhD, Professor and leader of My First Patient

**OPENING OF MEETING**

Dr. Narsavage opened the meeting at 1:00 pm and asked for any changes or additions to the Minutes of August 26, 2015. There were no changes made and Minutes were approved as submitted.

**Update on IPE Office Activities**

**IPE Speaker Series**

Dr. Rachel Abraham reported that the first Anniversary of the HSC IPE Speaker Series was held on September 9, 2015 at 11:30am, approximately 50 people attended the meeting and it was a success based on the CE evaluations. The dates and location of the HSC IPE Speaker Series will be updated and posted on the IPE Website, as well as in the campus e-newsletters. Amy Burt and Ralph Utzman and their team will present at the next HSC IPE Speaker Series scheduled to be held on October 21, 2015. The topic of IPE and the Electronic Health Record, has been proposed for December 8, 2015 and we are waiting for confirmation.

**Faculty Development Workshop on Communicating Science October 23, 2015**

Dr. Narsavage stated that the Conference and Web link with all the workshop information is up and ready to go. You have to go into the link and register that you are an IPE steering committee (faculty facilitator) registrant and the conference will be paid for by IPE Also, all facilitators/ attendees are asked to provide two sentences regarding “What is your role in healthcare and/or education or delivery” at registration. All faculty facilitators are required to attend the workshop in October since the method taught then will be used in the following year.

It has been confirmed that the faculty development workshop will be on October 23, 2015 in the IPE classrooms on the 2nd floor.

**IPEC Population Health Workshop**

Dr. Narsavage reported on the continued development of CE from the **IPEC Population Health Workshop** she attended on April 29-May 1, 2015 along with Amy Funk, Lillian Smith, Janet Hunt and Lew Halloway. A one hour continuing education (CE) session for faculty on Population Health will be held as part of the December 11th and 14th 2015 during IPE faculty training. Dr. Khakoo has agreed that this can be offered in partnership with the Faculty Development series in her office. Please let Dr. Narsavage know who will be attending.

**Team STEPPS Training**

There was no new update on **Team STEPPS Training.** Dr. Narsavage 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. There needs to be a team of three for each training session. Dr. Patricia Chase has agreed to attend as one of a team.

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

A total of 15 grants were awarded. App. A: Interim Benedum report with details on the grants has been sent by email to the committee members.

**PLANNING FOR IPE FACULTY FACILITATOR TRAININGS**

IPE faculty facilitator training sessions scheduled for December 11th and 14th are for Spring sessions training; faculty will have the opportunity to select one of these sessions prior to the spring semester student sessions. See IPEC for Public Health CE to be provided in December.

The spring sessions faculty training in December will start with a 30 minute intro for the Communication session (3rd Session), followed by the 1 hour CE Program on Population Health, and will finish with Quality and Safety (Session 4) overview.

**SOLE SURVEYS**

Discussion was held regarding whether the surveys is sent enough or not? Dr. Narsavage and Chuck Coole stated that only 484 surveys have been completed. Dr. Savage stated that she will have Chuck Coole to send an email to all the faculty members who has students that has not yet completed the survey asking the faculty member to enforce it with their students. Dr. Narsavage stated that there are two lists (1 for each survey).

Should be put on-line for students. The committee agreed that all possible surveys should be put on SOLE. Chuck Coole stated that the corrections that were requested in the Roles quiz have been made. The Professional Roles Survey and InterProfessional Education Perception Survey (IEPS) are ready be released on Sole for students to complete prior to first session September 21. The IPE “Chat” room is ready for the faculty to use at end of Session 1 on September 21, 2015 to have their 3 teams submit the “PEARL” they developed. Then after debriefing the group of 3 team’s together, faculty will write on their checklist sheet one GROUP PEARL.

In March 2016, there will be a four part final question that can be graded using the Rubric piloted last year, and post-session assessments of the Roles Survey and IEPS for the students to complete for comparison with pre-tests from September.

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

**CALENDAR CONFIRMATION FOR 2015-2016**

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

**“Professional Roles” - Speed Networking** similar to last year – Prepare and be more involved. All materials will be in a packet at the Fukushima auditorium waiting. Dr. Narsavage will be at the Fukushima Auditorium, Chuck Coole will be at the IPE room; and Louise Veselicky will be at the 1905 room. The meals will be placed on a table outside of each room and be ready for pickup at 3:45pm. The special order meals will have the individuals name on it. The students are to wear name tags with first and last name on them. All facilitators are to keep attendance once inside the classroom. Dr. Narsavage will do an Intro to IPE with one slide on “What is TeamSTEPPS?” and another slide on the “I’m Safe” checklist. A one page handout regarding “I’m Safe” will be put out for the students in the large group sessions. The planning team: Louise Veselicky, Christina DeBiase & Rachel Abraham, with Georgia Narsavage

TeamSTEPPS I’M SAFE checklist p. 24

We are ready to go with session 1 on September 21, 2015. Chuck Coole will send Professional Roles packets to the facilitators. All faculty facilitators have a group of 3 teams assigned and the few who could not attend training are paired with another faculty member. There are 31 faculty members and we have 27 groups.

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

**“Teamwork”- Format /activity TBD**

TeamSTEPPS TEAM Events: Brief, Huddle, Debrief pp 16-18 will be incorporated into a repeated activity of building a “house of cards” to improve performance using teamwork skills. Planning Team: Ralph Utzman, Travis White & Chuck Coole, with Georgia Narsavage

Supplies are already purchased for the 2nd session on teamwork

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

**“Communication” – revised TeamSTEPPS case** – possibly including methods from the Alda workshop Planning Team: 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 –

“Quality and Safety” – Same format as last year with Root Cause Analysis – please confirm guest speaker – will be at Erickson

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

TeamSTEPPS CUS and Two-challenge rule (DESC?) pp. 16, 17, and 18.

**UPDATE ON DIGITAL MEASURES INCLUDING IPE**

Dr. Narsavage stated that Schools of Pharmacy and School of Public Health are using the Digital Measure system. She stated the majority of schools are not using this system yet – plan is for WVU mandate in a few years. The system is designed for the faculty to insert their own data on research, service, teaching, and practice. The program consists of reports, a storage system and will soon facilitate reports for annual reviews. Dr. Narsavage stated that Nigel Clark is the one she worked with to capture the activities for IPE; Drs. Stamatakis and Khakoo expressed concern on who would take Dr. Clarks place once he moves to the Beckley campus. This was discussed and WVU will appoint a replacement. It was stated that Dr. Clark had designed a job description for the new person who will be the contact for the Digital Measures program.

**WRAP UP**

The question was asked as to what skill set/competency is used for “My First Patient” (MFP) program as an IPE activity. MFP is a reflection piece of the key to IPE skills. We would like feedback from everyone.

Dr. Narsavage stated that the Exercise Physiology and medical faculty have been able to start into IPE quickly - Dr. Always stated that faculty should find it natural as they usually use the IPE mindset for teamwork in their work.

Dr. Narsavage has asked for contact information on the Medical Education Certificate Program described by Dr. Cottrell in partnership with the School of Education.

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

**ADJOURNMENT**

The meeting was adjourned at 1:50 p.m. The October monthly meeting is scheduled and confirmed for Tuesday, October 22, 2015 at 2:00pm in the HSC Admin Conference Room. This meeting will be a combined Steering and Advisory Committees meeting.