

## Planning Committee Minutes Summary

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Title of Activity

Course Director Name

Physician representative if applying for AMA

Nurse representative if applying for ANCC

Pharmacist representative if applying for ACPE

Social Worker representative if applying for ASWB

Other - PA, students, patients/family

Summarize the discussion as to what gap you are trying to meet (what is currently happening, what would you like to see happen, how will you get there)?

Summarize the discussion on what the Objectives for each target audience will be (by the end of this activity, the learners should be able to....)

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**If this is an interprofessional education (IPCE) please also complete the following**

Interprofessional Continuing Medical Education (IPCE) is education that is planned for the team, by the team.

An integrated planning process that includes health care professionals from 2 or more professions. These 2 or more professions should be reflective of the target audience member of the activity.

An intent to achieve outcome(s) that reflect a change in skills, strategy, or performance of the health care team and/or patient outcomes.

Reflection of 1 or more of the interprofessional competencies to include: values/ ethics, roles/ responsibilities, interprofessional communication, and/or teams/teamwork.

An opportunity for learners to learn with, from, and about each other.

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What is your intended outcome(s) you are hoping to achieve (change in skills, strategy, or performance of the health care **team** and/or patient outcomes)?

How will the teams learn from each other? Please note it is a requirement to have presenters from various professions.

Q/A after a presentation

Panel Discussions - which includes members from different professions

Presenters from various professions

If enduring - a discussion board or blog for Q/A