McMaster University HEALTH SCIENCES

How do I create an IPE event?

PIPER Program for Interprofessional Practice, Education and Research

Are you a…

- **Community member** → Contact the Director, PIPER
- **Faculty member** → Contact *IPE Faculty Lead* for your program or school
- **Student** → Contact *IPE MISC Student Reps* for your program or school
- **McMaster Interprofessional Student Council** → Contact the PIPER Student Advisor for MISC
- **PIPER** → Contact *IPE Faculty Leads* for targeted programs/schools

Create a Planning Committee comprised of:

- representatives from at least 2 programs/schools/professions -
- appropriate subject matter experts

Be sure to include faculty and/or students reps from the programs you wish to target for participation

Consult *Best Practices in Developing an IPE Event*; *IPE Competencies*

Submit *IPE Event Proposal Part A* **form to PIPER** Administrator to enter information *into* *IPE Events in Development* page on the PIPER Website

→ **Is funding required?**

- Yes → **Complete** *IPE Event Planning Budget Template*
- No → **Determine IPE Credit Level**
  See *IPE Activity Levels*

Create IPE Learning Objectives and Curriculum
See *Guidelines on Creating Learning Objectives*

Submit *PIPER Approval Request Part B* **to PIPER Administrator for PIPER approval.**

- No → **Request refused approval**.
  Request sent back to Planning Committee for revisions.
- Yes →

Create Promotional Materials
See *Sample Poster*

Forward event information to PIPER

NOTE: Send to PIPER 4 weeks prior to event date

PIPER will:
Post event to IPE Manager
Post event to PIPER website
Email event information to IPE Leads

Run Event → **Distribute and collect PIPER event evaluation** → **Return attendance and evaluations to PIPER**

Revised: September 2012