

# NC Interprofessional Education (NC IPE) Leaders Collaborative

## Charter

### **Purpose**

The purpose of the NC IPE Leaders Collaborative is to facilitate communication, partnership, and teamwork among and between existing and future healthcare-related interprofessional education initiatives within the state of North Carolina, with the goal to share, implement, and refine best practices for interprofessional education and practice.

The Collaborative is a professional gathering of minds, experiences, and expertise that provide support and guidance through the interprofessional dimension of healthcare education. The primary goal of the collaborative is to enhance interprofessional education and practice in order to prepare and retain a collaborative practice ready workforce, ultimately enhancing the health and well-being of the people of North Carolina.

### **Area**

Pertains to higher education health sciences or health sciences preparation programs, to include 2- and 4-year programs, community colleges, technical schools, colleges, and universities. Initiatives will be based on didactic education as well as preparing students and preceptors (health professionals) for interprofessional practice, thus closing the gap between what is taught, and what is seen in practice.

### **Inclusion**

The NC IPE Leadership Collaborative is established to consist of one representative from each of the NC higher education schools with a health affairs program, as appointed by each school. The Collaborative may also include other persons whose experience and qualifications may assist the Collaborative in the performance of their oversight responsibilities.

Membership roles include member, chairperson, vice chair, and steering committee.

### **Members**

Members are faculty or staff of higher education or health sciences preparation programs in North Carolina who are either self-selected or selected by their respective institutions to serve as a representative for interprofessional education collaboration.

Membership is open to anyone who has a formal leadership position for interprofessional education as well as individuals who are leading efforts to advance interprofessional education and practice at their home institution.

### **Chairperson and Vice Chair**

The Associate Director of IPE at the NC Area Health Education Centers (AHEC) Program shall serve as the Chairperson of the NC IPE Leaders Collaborative. The Associate Director of IPE at NC AHEC will serve as the Chairperson in an ex officio capacity.

The Vice Chair is a current member, who, if selected by a majority, will serve two years.

### **Steering Committee**

A subgroup of the NC IPE Leaders Collaborative, the NC IPE Leaders Steering Committee Steering Committee, is made up of up to 5 Collaborative voting members. Members of the NC IPE Leaders Steering Committee shall participate for 1-2 years on a volunteer basis. A call for volunteers will be distributed on an annual basis, with members chosen on a first-come/first-serve basis.

### **Duties**

The NC IPE Leadership Collaborative is charged to:

- Establish an environment of inclusion, trust, and support for members to participate in an open manner.
- Provide a forum to share best practices and activities for interprofessional education and practice.
- Develop and recommend policies, procedures, and frameworks of best practice to govern the interprofessional education programs and services offered by participating higher education programs.
- Plan, develop, and prioritize goals for IPE higher education programs and services in NC on a periodic basis, with a reasonable and feasible plan of action to meet those goals.
- Establish and implement a program evaluation process for NC IPE that measures the extent to which the Collaborative is achieving its mission.
- Use process and evaluation data to educate the local, regional, and national community regarding the work and effectiveness of the NC IPE programs.
- Provide insight and recommendations for interprofessional practice efforts within NC to the NC AHEC Program Office for current and future efforts towards building an infrastructure for interprofessional practice in NC.

### **Standard Procedures**

#### **Leadership**

- The Chairperson and Vice Chair of the NC IPE Leaders Collaborative shall serve as the executive leadership. Responsibilities of the Chairperson, with support from the Vice Chair, include:
  - Leading the NC IPE Leaders Steering Committee as voting members.
  - Moderating the quarterly assemblies and the NC IPE Leaders Steering Committee.
  - Maintaining contact information and attendance records for members of the NC IPE Leaders Collaborative Assembly.
  - Capturing and distributing minutes from the NC IPE Leaders Collaborative Assembly.
  - Facilitating the identification and operations of necessary working sub-groups.
  - Managing progress towards the goals of the Collaborative through effective communication, outcomes tracking, and identification of funding opportunities.

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- Provide to the NC AHEC Program Office an annual report of the NCIPE Collaborative based on the evaluation plan
- The NC IPE Leaders Steering Committee functions as the operational hub of the NC IPE Leaders Collaborative. Operations of the Steering Committee include, but are not limited to, the following:
  - Targeting the work of the group to the overall purpose of the Collaborative and the prioritized goals.
  - Establishing and executing an evaluation process that includes measurable outcomes for prioritized goals.
  - Guiding the formation and function of additional work groups that may be established in order to meet the prioritized goals and/or special projects of the Collaborative.
  - Scheduling, planning, organizing, and executing an agenda for the quarterly NC IPE Leaders Collaborative Assembly.

**Meetings**

- The NC IPE Leaders Collaborative will meet at least quarterly in an “Assembly”:
  - No less than two (2) of the quarterly meetings will occur in-person and at a central NC location at a time and place chosen by the majority.
  - No more than two (2) of the quarterly meetings will occur virtually at a date and time chosen by the majority.
- Sub-committees, including the NC IPE Leaders Steering Committee, will convene in the most feasible time and place (including virtual), as decided by the majority of participants, and in the most efficient manner to accomplish the tasks at hand.

**Member Responsibilities/Expectations**

- Members of the NC IPE Leaders Collaborative shall stay true to the purpose of the Collaborative described herein and share IPE successes and lessons learned, best practices, and ideas for future endeavors with other members of the group.
- For greater efficiency and effectiveness, a shared platform for project management and communication shall be utilized by all members.
- Collaboratives require the participation of all members. Therefore, members are expected to attend no less than 75% of the quarterly assemblies on an annual basis. In the event that a member cannot meet the attendance requirement, he/she shall find a suitable and fitting replacement/representative.
- Members who attend 75% or greater of the quarterly assemblies on an annual basis are considered voting members.

**Accountability**

The purpose, area, inclusion, membership, structure, duties and standard procedures outlined in this document shall be reviewed and updated biannually, under the guidance and direction of the NC IPE Leaders Steering Committee.