

IP Learner Contract Exemplar

Instructions for facilitators: You may choose to use the examples from this document to help meet the requirements of your interprofessional (IP) learning activities. This contract can apply to a variety of IP team practices. The term “team member” is used in the broadest sense and includes colleagues and/or classmates. The patient, family or significant others, when appropriate, are part of the IP team and should be considered as such in the statements written by the learner. However, it not intended that the patient and family, or significant others, are to complete this contract. The term “care” includes intervention, treatment, therapy, evaluation, etc., and the term “patient” has been employed to represent client, resident, and service users.

The objective of the contract is to:

- (a) document how the learner plans to develop the competencies and activities associated with interprofessional practice (IP);
- (b) assist the learner in identifying and documenting IP learning outcomes.

There are four columns in the contract.

In column (1) the learner will find the core competencies of IP.

In column (2) the learner will write the objectives he/she hopes to attain related to each of the IP core competencies. This column should be completed before the learning activity begins.

In column (3) the learner will outline strategies to meet her/his objectives. This column should be completed before the learning activity begins.

In column (4) the learner will document any observations or evidence relating to the development of his/her IP core competencies. This column should be completed toward the end of the learning activity or one to four weeks after the learning activity.

The suggestions above can be adopted or adapted to suit the learning style and needs of the learners. Learners can update their contracts at any time as they progress through the learning activities.

Learner Contract Exemplar for Facilitators

Interprofessional Core Competencies	Personal Objectives <i>I want to:</i>	Strategies <i>In order to attain my objectives, I will:</i>	Learning Outcomes <i>My learning outcomes are that I:</i>
<p>Communication <i>The ability to communicate effectively in a respectful and responsive manner with others.</i></p> <p>At the end of the learning activity I will:</p> <ol style="list-style-type: none"> 1. Communicate and express ideas in an assertive and respectful manner. 2. Use communication strategies (e.g. oral, written, information technology) in an effective manner with team members. 	<ul style="list-style-type: none"> • listen to the ideas and concerns of team members • ask team members for their opinions • reflect upon what team members say before responding • provide my point of view without being judgmental • voice my opinions and concerns respectfully • communicate effectively • identify how my unique communication style affects team members • be respectful of cultural diversity and visible minorities' needs • recognize and appreciate different communication styles • adapt my communication style to communicate more effectively • identify how ineffective communication may impede patient care • express my point of view with confidence • share important information • exchange ideas and discuss issues openly 	<ul style="list-style-type: none"> • not interrupt when team members are speaking • actively listen to what team members are saying • ask for clarification when I do not understand • be tactful when presenting an alternative perspective • be sensitive to other's personal situations • use the '24 hour rule' before reacting when upset • give credit when credit is due • actively listen to the ideas and concerns of team members 	<ul style="list-style-type: none"> • now share my knowledge and experience with peers more freely • feel that my opinions are valued • feel more comfortable speaking up and questioning procedures than I did before participating in this learning activity • am more motivated about work • make a conscious effort to listen to team members • have become more effective at collaboratively discussing clinical issues • have identified potential communication barriers that could impede patient care

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<p>Collaboration <i>The ability to establish/maintain collaborative working relationships with other providers, patients and families.</i></p> <p>At the end of the learning activity I will:</p> <ol style="list-style-type: none"> 1. Establish collaborative relationships with team members in planning and providing patient care. 2. Promote the integration of information and perspectives from team members in planning and providing care for patients. 3. Upon approval of the patient or designated decision-maker, ensure that appropriate information is shared with other providers. 	<ul style="list-style-type: none"> • engage in group activities • participate in discussions and activities by being punctual, attentive, and involved • recognize the contributions of team members when appropriate • regularly encourage team members • share my knowledge and skills with team members • interact in a caring manner • learn with, about and from team members • understand the power and hierarchical structure between healthcare professionals 	<ul style="list-style-type: none"> • make efforts to participate in group activities • ask a colleague if I can shadow him/her to get a better understanding of his/her roles and responsibilities • organize monthly interprofessional social activities • have open and democratic discussions with colleagues regarding team functioning 	<ul style="list-style-type: none"> • developed a team agreement and used it to facilitate our team's goals • now share my knowledge and expertise more freely • am more effective at participating in discussions and activities by being punctual, attentive, and involved • participate in appropriate shared decision making with team members including patient/family • learned with, from, and about team members • have open and democratic discussions with my team

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<p>Roles and Responsibilities <i>The ability to explain one's own roles and responsibilities related to patient and family care and to demonstrate an understanding of the roles, responsibilities and relationships of others within the team.</i></p> <p>At the end of the learning activity I will:</p> <ol style="list-style-type: none"> 1. Describe my own roles and responsibilities in a clear manner. 2. Describe the roles and responsibilities of each provider within the team. 3. Share evidence-based and/or best practice knowledge with team members within the team. 4. Integrate the roles and responsibilities of team members with my own to optimize patient care. 5. Accept accountability for my contributions. 	<ul style="list-style-type: none"> • be able to describe my role and responsibilities • share values with team members • demonstrate respect and appreciation for the abilities of other team members • strive to understand the roles and responsibilities of team members • respect the values, level of education and cultural and minority diversity of team members • demonstrate trust in the decision-making ability of team members • negotiate overlapping scopes of practice • demonstrate that I am competent, trustworthy, and reliable to my team members 	<ul style="list-style-type: none"> • ask a colleague if I can shadow him/her to get a better understanding of his/her roles and responsibilities • discuss values with team members • discuss my scope of practice with healthcare professionals, patients and their families • schedule time to get to know team members • display a poster in the staff room with pictures of various professionals and examples of their skills and responsibilities • demonstrate respect by listening to and considering other's suggestions 	<ul style="list-style-type: none"> • am better able to describe my roles and responsibilities • discuss my own values with my team • discuss my scope of practice • demonstrate respect and appreciation for the abilities of all team members • respect the values, levels of education and cultural and minority diversity of all team members • have come to better understand the roles of my colleagues • demonstrate trust in the decision-making abilities of team members • demonstrate that I am competent, trustworthy, and reliable to my team members by following through on commitments and expectations

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<p><i>Collaborative Patient-Family Centred Approach</i> <i>The ability to apply patient/client-centred principles through interprofessional collaboration.</i></p> <p>At the end of the learning activity I will:</p> <ol style="list-style-type: none"> 1. Seek input from patient and family in a respectful manner regarding feelings, beliefs, needs and care goals. 2. Integrate patient's and family's life circumstances, cultural preferences, values, expressed needs, and health beliefs into a healthcare plan. 3. Share options and healthcare information with patients and families. 4. Advocate for patient and family as partners in the decision-making process. 	<ul style="list-style-type: none"> • actively listen to the concerns of the patient and family • be respectful and responsive toward the perspectives, needs and values of the patient and family • ask team members questions to fully understand the needs of the patient and family • put the needs of the patient first • develop a strategy so that all team members, including the patient and family, express their perspectives in the process of shared decision making • develop strategies for delivering patient service that go beyond expectations • inform the patient and family of treatment options, complications, and side effects 	<ul style="list-style-type: none"> • ask the patient and family to share their perspectives • ask team members questions to fully understand the needs of the patient • develop a communication tool that will group the information given by the patient and family to help provide a clear picture of the situation and facilitate team discussions • develop a checklist to ensure the patient and their family has been informed of treatment options, complications, and side effects • collaborate with the patients/family regarding all treatments and interventions 	<ul style="list-style-type: none"> • more effectively incorporate information provided by team members when treating patients • actively listen to the concerns of the patient and family • am respectful and responsive toward the perspectives, needs and values of the patient/family • ask team members questions to fully understand the needs of the patient • put the needs of the patient first • have developed a strategy so that all team members, including the patient/family, can express their perspectives in the process of shared decision making • have developed strategies for delivering patient service that go beyond expectations • thoroughly inform the patient and family of possible treatment options, complications, and side effects

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Interprofessional Core Competencies	Personal Objectives <i>I want to:</i>	Strategies <i>In order to attain my objectives, I will:</i>	Learning Outcomes <i>My learning outcomes are that I:</i>
<p>Conflict Management/Resolution <i>The ability to prevent and deal effectively with conflict between and with other providers, the patient and family.</i></p> <p>At the end of the learning activity I will:</p> <ol style="list-style-type: none"> 1. Demonstrate active listening and be respectful of different perspectives and opinions from team members. 2. Work with team members to prevent and deal effectively with conflict. 	<ul style="list-style-type: none"> • identify potential communication barriers that may impede team functioning • develop a strategy to deal with concerns before they escalate • develop strategies for tactfully present an alternative perspective • develop a team agreement that outlines roles and expectations • develop strategies for role clarification 	<ul style="list-style-type: none"> • agree upon a strategy with team members to deal with concerns before they escalate • participate in team meetings to solicit alternative perspectives or points of view • collaborate to develop a team agreement that outlines roles and expectations 	<ul style="list-style-type: none"> • now deal with concerns before they escalate • respectfully and sensitively present an alternative perspective • developed a team agreement that outlined roles and expectations • have developed strategies for role clarification and job expectations • identified communication barriers that may have impeded team functioning

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Interprofessional Core Competencies	Personal Objectives <i>I want to:</i>	Strategies <i>In order to attain my objectives, I will:</i>	Learning Outcomes <i>My learning outcomes are that I:</i>
<p>Team Functioning <i>The ability to support effective team functioning to continually improve collaboration and quality of care.</i></p> <p>At the end of the learning activity I will:</p> <ol style="list-style-type: none"> 1. Evaluate team function and dynamics. 2. Demonstrate shared leadership within the healthcare team that is appropriate to the situation. 3. Contribute effectively and meaningfully in discussions within the IP team. 	<ul style="list-style-type: none"> • accept and share responsibilities • participate in group decision-making and planning • acknowledge and respect opinions and view points of team members • examine and willingly change my own beliefs and perspectives as needed • recognize the benefits and contributions of my team members • organize group tasks and assignments efficiently • reflect upon how team functioning could be improved • share leadership responsibilities with my team members according to each one's abilities and the requirements of the situation • help my team realize its full potential 	<ul style="list-style-type: none"> • organize regular team meeting to discuss team dynamics • organize team social activities to get to know my team members • examine my beliefs and perspectives to better adapt to the situation at hand • participate in the development of means to share information about patients • develop of a team contract • participate in team meetings to reflect on our team's dynamics and collaborative practice • assume appropriate leadership roles for the situation at hand 	<ul style="list-style-type: none"> • shared information that resulted in more effective patient care • shared additional information that has changed our patient care plan • now work more effectively within the team • provide better care • reflected on the team dynamics and collaborative patient- centred care process more often • wrote a one-page self-assessment about my collaboration abilities • assume leadership responsibilities in the team process when appropriate • participate more fully in helping the team realize its potential