

Overview of LIPSS Positions

These lists are not exclusive but are a brief description of the tasks involved in the position

Executive Council

Co-Presidents (2)
Director Internal

Board of Directors

Director Finance
Director Social
Director SimSeries
Director Communications
Director External
Director Research
Director SimChallenge
Nursing Representative
Kinesiology Representative
Psychology Representative
Social Work Representative
Medical School Representative

General Council

Associate Internal
Associate Finance
Associate Social
Associate External
Associate SimSeries (1+)
Associate Communications
Associate Research
Associate SimChallenge (1+)

Co-Presidents (2)

- Constantly strive to achieve our mission of promoting IPE among health learners to promote more collaborative, holistic, person-centred care
- Oversee all LIPSS activities
- Reviews LIPSS newsletter prior to distribution
- Call and chair meetings
- Delegate and oversee tasks among Directors and Associates and follow up to ensure deadlines are met
- Advocate for IPE in local or national political matters
- Seek new opportunities to further IPE opportunities in locally, nationally and internationally
- *Estimated time commitment per week = 15 hours*

Director Internal

- Operates internal runnings of the club
- Creates meeting agendas
- Takes meeting minutes
- Emails out agenda and meeting minutes
- Utilizes google calendar to remind committee members of meeting dates
- Records and tracks attendance at meetings
- Books rooms for meetings and events at NOSM and LU
- Assists with other internal duties as they arise
- Delegates tasks to the Associate Internal, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

Director Finance

- Tracks any financial decisions made on behalf of the LIPSS Board of Directors
- Advises and approves event budgets for all planned LIPSS events
- Seeks out alternative funding opportunities (eg. applying for grants)
- Co-signs all outgoing and incoming money with one of the Co-Presidents
- Delegates tasks to the Finance Associate, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

Director Social

- Organizes at least one interprofessional activity or event per semester, which is social in nature, that is available to all general student body members
- Organizes events to raise funds, enabling LIPSS to host events and attend conferences (eg. bake sales, skit night, etc.) OR to support local charities
- Organize at least one activity or event per semester, which is social in nature, for the LIPSS committee (General Committee, Board of Directors, and Executive Committee).
- Collaborates with other Directors as needed for event planning
- Coordinates with other program clubs to monitor social events.
- Delegates tasks to the Social Associate, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

Director SimSeries

- Organizes and promotes interprofessional activities and events which are academic in nature, such as, but not limited to:
 - LIPSS SimSeries
- Develops posters for said events in combination with the Communications subcommittee.

- Develops presentations and activities to engage students at said events
- Seeks out and secures speakers, facilitators, clinicians, standardized patients and/or actors for said events
- Delegates the SimChallenge Associate(s), calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

Director Communications

- Manages all communications of LIPSS
- Updates and maintains the LIPSS website, Instagram and Facebook page.
- Directs and approves communications information to be disseminated.
 - This includes reviewing the newsletter before distribution
- Advises/collaborates with other Directors and Associates in the creation promotional materials for their events (*Communications is responsible for **electronic** communication, while program representatives are responsible for distribution and in-person presentations).
- Photographs key LIPSS events.
- Sends all LIPSS event information to LIPSS non-executive members at least one week before the event date.
- Represents LIPSS with the utmost professionalism when disseminating information in all modes.
- Delegates tasks to the Communications Associates, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- Sends out a Review of Operations (eg. via survey monkey) after each Fall and Winter semester, or at other times as group feedback is needed.
- *Estimated time commitment per week = 5 hours*

Director External

- Liaises with the Lakehead University Faculty of Health and Behavioural Sciences Interprofessional Education Committee, as student rep on the committee.
- Writes newsletters on recent events throughout the year, submitting to newsletters (eg. the Northern Ontario Medical Journal; The University of Toronto IPE Newsletter)
- Engages learners from health disciplines beyond programs at Lakehead University
 - Connects NOSM students (Med, OT, PT, PA, DI, etc.) with our events
 - Connects with Confederation College to establish a working partnership with them and include them in events when possible
- Delegates tasks to the External Associate, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

Director Research

- Guides all research associated with LIPSS, including but not limited to: (1) event evaluation (2) student experience and (3) conference presentations and posters.
- Searches for conferences that would be beneficial for LIPSS to attend.
- Facilitates the attendance of local/provincial/national/international conferences by LIPSS members.
- Submits or advises other students in submitting abstracts to conferences that LIPSS has expressed interest in.
- Has research experience, ideally in IPE.
- Participate in any relevant IPE Journal Clubs (i.e. the CEPD NOSM IPE Journal Club).
- Provides a short presentation and discussion on recent findings in IPE research in their monthly General Council update. This can be a self-selected article, or an article from the IPE Journal Club.
- Delegates to the Research Associate, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

Program Representatives (Nursing, Kinesiology, Psychology, Social Work and Medical)

- Organizes, facilitates, and implements the recruitment of members within your specific program to the LIPSS committee and to any LIPSS-related events (*program representatives are responsible for **in-person** distribution and presentations, while Communications takes care of electronic-based promotions).
- Constantly strives to ensure the longitudinal success of LIPSS.
- Orients new LIPSS members in September and on an ongoing basis as new members join throughout the year.
- Oversees the recruitment of students for other major events throughout the year (ex. for SimChallenge, SimSeries, etc).
- *Estimated time commitment per week = 5 hours*

General Council

Associates

All are assigned a subcommittee: **Internal, External, Finance, Communications, Social and Research**

- Act as advocates for interprofessional education amongst their program peers (such as through word of mouth, putting up posters, sharing digital posters on facebook pages/groups, emailing the poster to relevant groups and doing announcements at the start of class)
- Assist in the recruitment of new members from their discipline during the fall and spring, as well as for particular events (eg. SimChallenge)
- Assist in assigned subcommittees work as delegated by their Director (further description

below)

- Attend all LIPSS General Council meetings
- Encouraged to attend all LIPSS events (unless they have a scheduled class conflict).
- Forward any health-care related events to Director Communications to be put on the centralized website calendar event-feed.
- *Estimated time commitment per week = 3 hours*

SimChallenge/SimSeries Associates

- In addition to the above-stated roles, they specifically assist in planning and executing the annual SimChallenge and SimSeries events.
 - Write the simulations
 - Integrate event within the National IPE Framework
 - Recruit students (participants and volunteers) in conjunction with the Recruitment and Retention, External and Communications subcommittees
 - Ensure positive student experience
 - Recruit and train facilitators
 - Recruit and train actors
 - Maintain public relations in conjunction with the Communications and Recruitment & Retention subcommittees
 - Evaluate event and publish findings where appropriate in conjunction with the Research subcommittee

General/Past Members

General Members are non-voting members who are welcome to attend meetings but are not required to attend. They can take part in volunteering and promoting all LIPSS activities. Past members act as a resource for current members who many need guidance and will be available to help with LIPSS events and activities