



# African Interprofessional Education Network

Report of planning workshop

held at the Nelson Mandela

Metropolitan University

**20-21 June 2016**

## CONTENTS

1	Attendance .....	2
2	Agenda.....	3
3	Abbreviations and terms .....	3
4	Overview of IPE in Sub-Saharan Africa .....	4
5	Analysing status of IPE in Sub-Saharan Africa .....	4
6	Setting priorities and action plans .....	4
6.1	Joining Work Groups .....	4
7	AfrIPEN organisational matters .....	5
7.1	Founding document .....	5
7.2	Affiliation: Members, Collaborators and Subscribers .....	5
7.3	Membership fees .....	5
7.4	Bank account.....	5
7.5	Network Facilitation Team .....	5
7.6	Meetings for 2016/17 .....	6
8	Addendum 1: Breakthroughs and facilitators of IPE in Sub-Saharan Africa .....	7
8.1	Government and professional bodies.....	7
8.2	Institutional .....	7
8.3	Individuals as facilitators.....	8
9	Addendum 2: Barriers to IPE in Sub-Saharan Africa .....	9
9.1	Barriers in Government and professional boards .....	9
9.2	Barriers at Institutions.....	10
9.3	Individual barriers to IPE .....	11
10	Addendum 3: SOAR analysis (Strength – Opportunities – Aspirations – Results) .....	12
10.1	Strategic enquiry .....	12
10.2	Appreciative intent.....	13
11	Addendum 4: Work plans .....	15
11.1	Develop AfrIPEN’s organisational capacity and structure.....	16
11.2	Conduct a survey on what Institutions have available on IPE and what is needed regarding IPE .....	19
11.3	Compile a collection of our IPE stories from Sub-Saharan Africa. ....	21
11.4	Produce a set of generic IPE policies and guidelines that can be adapted by various authorities to promote and endorse IPE .....	21
11.5	Create a web-based platform to share IPE learning and teaching resources .....	23
11.6	Develop short course for IPE facilitators.....	25
11.7	Develop a collaborative research framework and grant application(s) for AfrIPEN .....	26
11.8	Contribute to a themed edition on IPE in Sub-Saharan Africa for the Journal of Interprofessional Care .....	28
12	Addendum 5: Final draft of AfrIPEN’s founding document for comment .....	30
	Contents .....	30
1	Name of the organisation .....	31

2	Vision and mission .....	31
3	Preamble.....	31
4	Objectives .....	31
5	Membership: Members, Collaborators and Subscribers .....	32
6	Collaborative leadership .....	33
6.1	Network facilitation team .....	33
6.2	Eligibility and election .....	33
6.3	Term of office and meetings .....	33
6.4	Exceptions .....	33
6.5	Roles and responsibilities:.....	33
7	Meetings.....	34
8	Work Groups and affiliations.....	35
9	Finances.....	35
10	Amendments .....	36
11	Dissolution of the network .....	36
12	References .....	36
13	See Addendum B: Collaborators present at formation meeting .....	36

## 1 ATTENDANCE

### **Present:**

Yvonne Botma, Richard Cooke, Ian Couper, Suzette du Rand, Elizabeth du Toit, Gerard Filies, Grieta Hanekom, Marius Hedimbi, Mathys Labuschagne, Gaolatlhe Mothoagae, Gerda Reitsma, Belinda Scrooby, Stefanus Snyman, Kitty Uys, Dalena van Rooyen, Firdouza Waggie.

### **Apologies:**

Apologies were received from various colleagues in Ghana, Kenya, Malawi, Mozambique, Nigeria, South Africa, Sudan, Zambia and Zimbabwe who were not able to obtain funding to attend the meeting.

They requested to be forwarded this report to indicate where and how they would like to contribute implementing the plans made at the workshop.

### **Collaborators:**

[Click here](#) to view the list of AfrIPEN subscribers and collaborators. To subscribe to the list go to <http://afripen.org/membership/>

## 2 AGENDA

<b>SUNDAY 19 JUNE</b>	
18h30 – 21h00	Dinner
<b>MONDAY 20 JUNE</b>	
08h00 – 08h30	Registration
08h30 – 08h40	Welcome and arrangements
08h40 – 10h00	Introductions and agenda
10h00 – 10h30	Break
10h30 – 11h30	Overview of IPE in Africa
11h30 – 12h30	Feedback from various institutions
12h30 – 13h30	Lunch
13h30 – 14h30	Feedback from various institutions continue
14h30 – 15h00	Breakthrough and stumbling blocks of IPE in Sub-Saharan Africa
15h00 – 15h30	Break
15h30 – 17h00	SOAR analysis (small group work)
17h00 – 19h00	Free time
19h00 – 21h00	AfriPEN dinner
<b>TUESDAY 21 JUNE</b>	
08h00 – 08h30	Recap and reflection on Day 1
08h30 – 09h00	SOAR feedback from small groups
09h00 – 10h00	Setting priorities
10h00 – 10h30	Break
10h30 – 12h30	Compiling plans for the priorities
12h30 – 13h30	Lunch
13h30 – 15h00	Task teams
15h00 – 15h30	Break
15h30 – 16h30	Wrap up Finalise final draft of founding document Election of network facilitation team Next meeting

## 3 ABBREVIATIONS AND TERMS

<b>Abbreviation</b>	<b>Term</b>
ATBH	All Together Better Health
EPAs	Entrustable Professional Activities
HPEISs	Higher education institutions
HPEIs	Health Professions Education Institutions
IPCP	Interprofessional collaborative practice
IPE	Interprofessional education. Interprofessional Education (IPE) includes and is inseparable from collaborative practice. When the term “IPE” is used by AfriPEN, it thus includes the concept of collaborative practice.
JIPC	Journal of Interprofessional Care
NFT	Network Facilitation Team of AfriPEN
RSA	Republic of South Africa
WCC	World Coordinating Committee
WHO	World Health Organization

## 4 OVERVIEW OF IPE IN SUB-SAHARAN AFRICA

Stefanus Snyman gave a [summary of IPE in Sub-Saharan Africa](#). He referred to Hugh Barr's (2015) publication "[Interprofessional Education - The Genesis of a Global Movement](#)".

Various institutions shared their stories in an effort to obtain a bigger picture of what is happening regarding IPE in Africa,

- a) [Nelson Mandela Metropolitan University](#)
- b) [North West University](#)
- c) [Stellenbosch University](#)
- d) [University of the Free State](#)
- e) [University of KwaZulu-Natal](#)
- f) University of Namibia
- g) [University of the Western Cape](#)
- h) University of the Witwatersrand

Every institution in Sub-Saharan Africa are invited to share their PowerPoint or document to our [Google Drive folder](#). This will enable us to get as clear picture of what is the status of IPE in our Network.

## 5 ANALYSING STATUS OF IPE IN SUB-SAHARAN AFRICA

The group spent the rest of Day 1 analysing the status of IPE in Sub-Saharan Africa. This included:

- Breakthroughs and facilitators of IPE (See [Addendum 1](#))
- Barriers to IPE in Sub-Saharan Africa (See [Addendum 2](#))
- SOAR analysis (Strength – Opportunities – Aspirations – Results) ([Addendum 3](#))

## 6 SETTING PRIORITIES AND ACTION PLANS

Taking all these factors from our analysis into consideration (i.e. [overview of current activities](#), [breakthroughs and facilitators](#), [barriers](#) and the [SOAR analysis](#)), the group then went through a process to prioritise realistic action steps we can do together before December 2017.

**The following priorities were agreed upon:**

1. Develop AfriPEN's organisational capacity and structure
2. Conduct a survey on what Institutions have available on IPE and what is needed regarding IPE
3. Compile a collection of our IPE stories from Sub-Saharan Africa.
4. Produce generic IPE policies and guidelines that can be adapted by various authorities to promote and endorse IPE
5. Create a web-based platform to share IPE learning and teaching resources
6. Develop short course for IPE facilitators
7. Develop a collaborative research framework and grant application(s) for AfriPEN
8. Contribute to a themed edition on IPE in Sub-Saharan Africa for the Journal of Interprofessional Care

Eight Work Groups were formed to develop an achievable and realistic Work Plan for the period until December 2017 in addressing the priorities.

See [Addendum 4](#) for the plans of each Work Group and action steps.

### 6.1 JOINING WORK GROUPS

Subscribers to the AfriPEN database are encouraged to get involved as collaborators in the various Work Groups. Please contact each Work Group's facilitator to get involved or to obtain more information or assistance. See [Addendum 4](#).

## 7 AFRIPEN ORGANISATIONAL MATTERS

The following decisions were taken regarding organisational matters of AfrIPEN.

### 7.1 FOUNDING DOCUMENT

Comments from the attendees on the draft founding document (constitution) of AfrIPEN were incorporated in the final draft. [See Addendum 5](#). All subscribers to the AfrIPEN database are invited to comment on this final draft by 30 November 2016. Respond by sending an e-mail to Kitty Uys ([uysk@ukzn.ac.za](mailto:uysk@ukzn.ac.za)), attaching the document with track changes.

### 7.2 AFFILIATION: MEMBERS, COLLABORATORS AND SUBSCRIBERS

#### Types of affiliation:

- **Membership** is restricted to institutions.
- **Collaborators** are individuals actively participating in the network's activities, whether their institutions are members or not.
- **Subscribers** are individuals and institutions, who are not actively involved as collaborators or members, who have subscribed to the AfrIPEN database.

### 7.3 MEMBERSHIP FEES

It was decided that the annual membership fee will be US\$ 75 (ZAR 1000) per institution, payable before May of each year. The funds will help to cover the cost to maintain the website, develop the resources sharing online platform and to assist in the implementation of the strategic plan.

### 7.4 BANK ACCOUNT

The North West University (Potchefstroom, South Africa) will take the responsibility to serve as "bank account" for AfrIPEN by creating a cost point for the Network to receive funds and to make payments.

### 7.5 NETWORK FACILITATION TEAM

The following Network Facilitation Team (NFT) was elected for the period 2016 – 2018.

Chairperson	Stefanus Snyman	<a href="mailto:ssnyman@sun.ac.za">ssnyman@sun.ac.za</a>	+27 82 557 1056
Deputy Chairperson	Marius Hedimbi	<a href="mailto:mhedimbi@unam.na">mhedimbi@unam.na</a>	+264 81 148 9978
Secretary	Kitty Uys	<a href="mailto:uysk@ukzn.ac.za">uysk@ukzn.ac.za</a>	+27 82 493 2014
Treasurer	Gerda Reitsma	<a href="mailto:gerda.reitsma@nwu.ac.za">gerda.reitsma@nwu.ac.za</a>	+27 83 990 0260
African diaspora	Milika Matiti	<a href="mailto:mmatiti@lincoln.ac.uk">mmatiti@lincoln.ac.uk</a>	+44 77 7953 27094
<b>Ad hoc: Work Group facilitators</b>			
Conduct Survey	Gaolatlhe Mothoagae	<a href="mailto:gaolathem@gmail.com">gaolathem@gmail.com</a>	+27 72 263 1164
Collecting IPE stories	Mathys Labuschagne	<a href="mailto:LabuschagneMJ@ufs.ac.za">LabuschagneMJ@ufs.ac.za</a>	+27 83 411 9891
Develop IPE Policies & Guidelines	Dalena van Rooyen	<a href="mailto:dalena.vanrooyen@nmmu.ac.za">dalena.vanrooyen@nmmu.ac.za</a>	+27 83 269 4448
Web-based platform	Riaan van Wyk	<a href="mailto:vanwykr3@ufs.ac.za">vanwykr3@ufs.ac.za</a>	+27 82 291 5500
Short course & Themed edition of JIPC	Yvonne Botma	<a href="mailto:botmay@ufs.ac.za">botmay@ufs.ac.za</a>	+27 84 580 3427
Themed edition of JIPC	Firdouza Waggie	<a href="mailto:firdouzawaggie@gmail.com">firdouzawaggie@gmail.com</a>	+27 82 777 3568

Collaborators are welcome to join NFT meetings.

## 7.6 MEETINGS FOR 2016/17

---

### 7.6.1 ONLINE AFRIPIEN MEETINGS

An open AfriPIEN Zoom meeting will take place every 3 months. Everyone on the AfriPIEN database will receive an invitation to these meetings at 13:00 GMT:

- 7 February 2017
- 2 May 2017
- 1 August 2017
- 7 November 2017

### 7.6.2 NETWORK FACILITATION TEAM MEETINGS

The NFT will meet once a month on Zoom (First Tuesday at 13:00 GMT) (except in months when there is an open network meeting). These meetings may be replaced by specific Work Group meetings where needed

- 5 December 2017
- 7 March 2017
- 4 April 2017
- 6 June 2017
- 4 July 2017
- 5 September 2017
- 3 October 2017

### 7.6.3 WORK GROUP MEETINGS

Work Group Meetings will be organised by the Work Group facilitator when and where needed.

### 7.6.4 ANNUAL MEETING 2017 AND FIRST AFRIPIEN SYMPOSIUM

The next annual meeting will be on **21-22 September 2017 in Windhoek** to coincide with AfriPIEN's first IPE in Africa Symposium, where the guest speakers will Proff Scott Reeves (Editor of the Journal of Interprofessional Care) and John Gilbert (CIPC Canada and WHO IPE group)

## 8 ADDENDUM 1: BREAKTHROUGHS AND FACILITATORS OF IPE IN SUB-SAHARAN AFRICA

The following breakthrough/facilitators of IPE were identified by the group

### 8.1 GOVERNMENT AND PROFESSIONAL BODIES

#### 8.1.1 NATIONAL GOVERNMENT

- Government funding
  - Department of Higher Education and Training Clinical Skills Grant (RSA)
- Shared ownership and unified goals
  - National Development Plan (RSA)
- Policies, procedures and legislation that eliminate barriers
  - National policies / visions on quality improvement, patient-centredness, patient satisfaction and holistic care (all countries)
  - National Health Insurance creating IPE window of opportunity (RSA)
- Intersectoral collaborative groups that include Higher Education institutions (HPEISs) and professional bodies
  - E.g. the Academy of Science of South Africa (ASSAf) as strong role player in RSA: An ASSAf report will soon be released that will provide leverage for IPE (RSA)

#### 8.1.2 PROVINCIAL GOVERNMENTS

- Government funding
  - Funding provided to upgrade facilities and transport of students (UKZN, RSA)
- Policies, procedures and legislation that eliminate barriers
  - Provincial policies / visions on quality improvement, patient-centredness, patient satisfaction and holistic care
  - Memoranda of Understanding between HPEISs and Departments of Health

#### 8.1.3 AfrIPEN

- Can use examples & lessons learnt from other partners
- AfrIPEN: we learn together, support each other and serve as community of practice
- AfrIPEN serve as IPE advocacy group

### 8.2 INSTITUTIONAL

- Institutional funding
  - Grant funding (e.g. DoHET CSG in RSA)
  - Grant holder drives process (champion)
- Supportive leadership and management practices
  - Support from deans, management and faculty
  - Opportunities to start from clean slate when starting with IPE
  - Clear IPE policies
  - IPE identified as strategic priority
  - Commitment from some departments at various institutions
  - Faculty "Declaration" to support "enforcement" of IPE
  - IPE part of standard job description of facilitators of learning
  - Seeing bigger picture
- Faculty development and support programmes
- Will and capacity for curricular review and change

- Opportunity to start from clean slate
- IPE curriculum, e.g. across first 6 months of first year
- IPE longitudinally integrated across curricula
- Strong community-based education drive
- Grabbing available opportunities for IPE as they arise
- Decentralised platform more open for IPE innovation
- "Mainstreaming" not necessarily needed
- Changing culture and attitude of health professionals
  - Student buy-in
  - Faculty development initiatives: structures and unstructured
- Research
  - IPE publications were made a priority
  - Enormous research opportunities

### 8.3 INDIVIDUALS AS FACILITATORS

- Shared interprofessional vision
- Good interprofessional relationships
- Dedicated, knowledgeable and skilled staff
  - Competent facilitators
  - Core group developed IPE core competencies
- Enthusiasm and positive attitude of staff / students
  - One person to say "we do it" - then a team
- Positive role-modelling of IPCP
  - Champions changing perceptions of others
  - Core team of champions with interest / passion to improve IPE learning, teaching and research
- Respect and equal regard for other professions



## 9 ADDENDUM 2: BARRIERS TO IPE IN SUB-SAHARAN AFRICA

The following barriers / stumbling blocks of IPE were identified by the group

### 9.1 BARRIERS IN GOVERNMENT AND PROFESSIONAL BOARDS

#### 9.1.1 NATIONAL GOVERNMENT

- Lack of/limited finances
- Organisational change and instability
- Unclear/tensions in stakeholder relations and roles
  - Professions protecting themselves
- Lack of a coordinated IPECP policy framework of government and between sectors
  - No "decree" from government to enforce IPECP

#### 9.1.2 PROVINCIAL GOVERNMENT

- Lack of/limited finances and infrastructure to facilitate IPECP
- Organisational change and instability
- Unclear/tensions in stakeholder relations and roles
  - Provincial managers protecting themselves and playing power games to the detriment of health of population and training of competent professionals
  - Memoranda of Agreement/Understanding between HPEISs and Service Providers (e.g. Departments of Health) causing tension and unnecessary bureaucracy
  - Memoranda of Agreement/Understanding (between HPEISs and Service Providers may be in place, but still resistance from managers
  - Power struggles between provincial Departments of Health and Higher Education Institutions (HPEISs)
  - Difficulty to access training platforms due to Departments of Health not seeing training as integral part of the scope of service of every health professional
- Lack of a coordinated IPECP policy framework of provinces and HPEISs
  - No "decree" from province and HPEISs to "enforce" IPE or IPCP

#### 9.1.3 PROFESSIONAL BOARDS

- Organisational change and instability
- Unclear/tensions in stakeholder relations and roles
  - Boards have no common view and position on IPE
  - Only "my" professionals may supervise "my" students
- Lack of a coordinated IPE policy framework between Professional boards
  - Boards not clear on IPE
  - Board are used as excuse not to participate in IPE
  - No "decree" from Boards to enforce IPE
  - Accreditation and assessment requirements not facilitating IPE
  - Professional boards have different accreditation practices

#### 9.1.4 AFRIPEN

- AfrIPEN is still small and not known
- AfrIPEN is currently not yet representative of all professions
- AfrIPEN lacks resources to play IPE advocacy role
- AfrIPEN not yet aligned with other HPE movements in the Sub-Saharan African countries and abroad
- AfrIPEN's community of practice still limited
- AfrIPEN must be sharing resources

## 9.2 BARRIERS AT INSTITUTIONS

- **Limited finances, support, staff development plans**
  - Limited financial resources: IPE often dependant on grant money, making it challenging to ensure sustainability of IPE initiatives
  - No clear / practical resource allocation model to support cross-cutting IPE
  - Lack of infrastructure for IPE
  - Lack of IPE facilitators and resources to build strong IPE teams at HPEIs
- **No clear IPE policy and/or vision; vision not shared**
  - Management model at institutional level not aligned to new realities of HPE
  - No clear vision or will where to position IPE as unit in Faculty
  - IPCP in rarely seen in practice
  - Training takes place in silos
  - No place to "fit" IPE into curriculum
  - Lack of Faculty Development
  - Uncertainty how to integrate IPE into all programmes longitudinally
  - Selection of students
  - Lack of vision, leadership, buy-in, commitment from University re: IPE
  - No policy framework for IPE in Faculty (need examples - let us share!)
  - IPE not regarded as clinical hours for certain professions
  - Little dedicated time for all to do IPE
  - No "decree" from leadership to enforce IPE
  - Difficult if IPE not driven by central "IPE unit" or equivalent
  - Professional identities under threat
  - Other priorities (diversity, access)
  - Student number increasing - scared to change curricula now
  - Lacking policies to "mainstream" IPE
  - Lack of buy-in from faculty / departments / management
- **Differences in degree programmes (calendars, timetables, level outcomes, etc.)**
  - Lack of timetable synchronisation
  - Durations of various professions' modules not the same
  - "Educational waste" not well-identified to allow space for IPE
- **Differences in pedagogy: assessment and accreditation requirements**
  - Shared learning vs true IPE
  - Lack of reflection of what works/what not
  - Need for a clear, unified simple approach
  - Students lack understanding of IPCP approach
  - Lack of technology to facilitate IPCP
  - No alignment of assessment between programmes
  - IPE not credit bearing for all professions
  - When IPE assessment takes place, there is not assessment criteria (same rubric not used)
- **Research**
  - How do we determine impact of IPE?
  - What info should be used for baseline in determining impact (compare apples with apples)?
  - Lack of international participation

- No collaborative leadership yet in AfrIPEN
- Lack of quality IPE research / publications from Africa
- Lack of evidence for good IPE practice
- IPE work not written and published
- Lack of proper/relevant data

### 9.3 INDIVIDUAL BARRIERS TO IPE

- Limited knowledge/understanding of other professions and of IPE
  - Lack of IPE knowledge and understanding from different professions and Faculty
  - Value of IPE not understood
  - Need examples of effective communication strategies
- Poor perceptions of the value of IPE; negative attitudes
  - Not committed staff
  - Lack of commitment
  - Lack of IPCP role models on teaching platforms
  - Staff stuck in their old "biomedical ways"
  - Resistance to change
  - Urgent need for IPE champions
- Protection of professional turf; bias towards own profession
  - Healthcare provider-centredness
  - Set in traditional / historical clinical and teaching practices (difficult to change practice)
- Differences in students' learning styles and lack of engagement
- High teaching and administrative workload;
  - Lack of manpower
  - IPE one of many strategic tasks

## 10 ADDENDUM 3: SOAR ANALYSIS (STRENGTH – OPPORTUNITIES – ASPIRATIONS – RESULTS)

The small group then worked on a SOAR (Strength – Opportunities – Aspirations – Results) analysis. Below is the integrated summary of the feedback received from the groups

### 10.1 STRATEGIC ENQUIRY

#### 10.1.1 STRENGTHS: WHAT ARE OUR GREATEST ASSETS?

- AfrIPEN is operational as Sub-Saharan network, albeit still small (From Africa: 57 from 10 countries; International: 13 from 6 countries).
- 9 institutions attended the first planning workshop, with 13 institutions who made apologies and would like to participate in the actions.
- AfrIPEN has a draft founding document (constitution), database and realistic plans of action.
- Between us we have trust relationships and access to the other IPE networks around the world
- Between us we have networking relationship with individuals from most Sub-Saharan health professions faculties.
- Various IPE initiatives contribute to AfrIPEN's strengths (e.g. Next step, ASSAf).
- Our richness in diversity: institutions with and without medical schools, different professions.
- There is a great willingness to share expertise and learn from one another contributing to us not feeling isolated.
- We have a common "voice" to drive the change needed for Professional Boards to adopt IPE.
- We are a small group of passionate, committed IPE enthusiasts; early adapters who trust one another and not afraid to take on additional work.
- We have access to and are part of initiatives related to technologies that enable IPE learning, teaching and practice.
- There is support for AfrIPEN from various spheres: ATBH, WHO, institutions and some professional boards.

#### 10.1.2 OPPORTUNITY: WHAT ARE THE BEST POSSIBLE MARKET OPPORTUNITIES?

- **Research:**
  - Collaborative research to evaluate impact of IPE and develop theory
  - Themed edition of IPE research in Sub-Sahara Africa for Journal of Interprofessional Care
  - Encourage AfrIPEN collaborators to participate in increasing qualitative and quantitative IPE research
  - Forming consortia for grant applications / funding
- **Sharing IPE experiences**
  - Share the expertise and lessons learnt and experience from projects undertaken in Sub-Saharan Africa
  - Record IPE stories to be considered for [WHO Health workforce](#) web page
- **Sharing resources**
  - Share IPE learning and teaching material / resources / curricula with each other
  - Collaborative teaching and supervision
- **Serve as "voice" and platform to advocate and provide guidance regarding IPE:**
  - Lobbying and engaging professional boards, statutory bodies, governments and deans to incorporate IPE as integral part of health professions curricula, assessment and accreditation and continuous professional development
  - Develop draft policies / guidelines for IPE to be considered in Sub-Saharan Africa by professional boards, statutory bodies, government and deans
  - Develop and propose interprofessional collaborative practice competency framework for Sub-Saharan Africa

- **Develop AfrIPEN as movement for IPE in Sub-Saharan Africa:**
  - Collaboration and long-term relations with other health professions education networks (e.g. [SAFRI](#), [CONSAMS](#), [SAAHE](#), [African Health Professions Regional Collaborative for Nurses and Midwives \(ARC\)](#), [African Association for Health Professions Education and Research](#). [African Forum for Research and Education in Health \(AFREhealth\)](#))
  - Community of practice
  - Develop AfrIPEN Website, constitution, etc.
  - Grow membership and financial resources

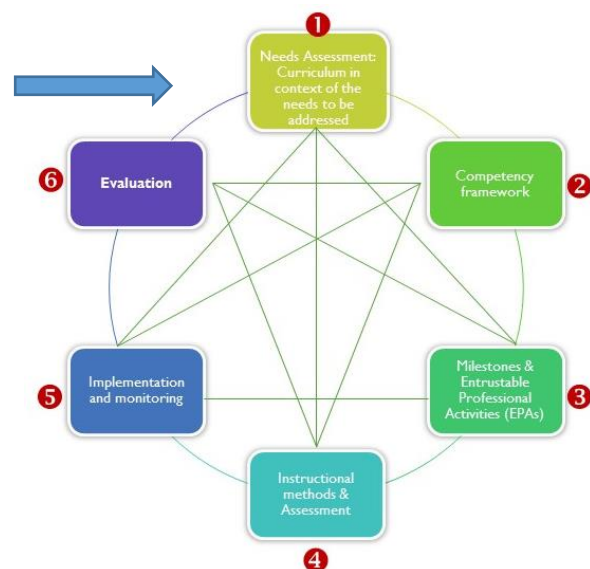
## 10.2 APPRECIATIVE INTENT

### 10.2.1 ASPIRATIONS: WHAT IS OUR PREFERRED FUTURE?

- **Collaborative research and funding**
  - Collaborative research conducted by AfrIPEN
  - Obtain funding for AfrIPEN research
- **Representative AfrIPEN:**
  - Representation from all Sub-Saharan Africa countries
  - Representation from all the health and social professions and HPEIs
- **AfrIPEN's change agents cause critical swift for**
  - IPE to be part of Health Profession Boards' accreditation requirements
  - IPE to be part of all health professions' core curricula
- **Established IPE initiatives at each HPEIs:**
  - IPE in all health professions curricula
  - Sub-Saharan Africa Universities use IPE as a catalyst for transforming HPE
  - IPE imbedded in all curricula
  - Dedicated IPE Unit at each institution with effective support from the Faculty
  - Faculty development programme in Sub-Saharan Africa to give support and keep IPE growing
- **IPE having impact**
  - Ensure better equipped graduates to deliver holistic care
  - Changes in Systems for Health leading to improved patient outcomes
  - IPCP is the way we practice health and social care
  - All HPEIs lecturers and preceptors serve as IPCP role models
  - Social impact

### 10.2.2 RESULTS: WHAT ARE THE MEASURABLE RESULTS?

- **An establish and well-funded collaborative research framework and consortium publishing quality evidence on all aspects of IPE in Sub-Saharan Africa:**
  - Needs assessment
  - Generic IPE competency framework
  - Milestones and EPAs
  - Instructional and assessment tools
  - Implementation and monitoring
  - Impact evaluation
- **IPE curricula part of all health professions curricula**
  - Credit bearing



- Generic IPE curriculum for Sun-Saharan HPEISs with quality learning and teaching resources
- Students from various professions assessed together and in same way
- Graduates able to master IPCP competencies
- **Faculty development**
  - Faculty development workshops to equip lecturers, preceptors and service providers to teach and model IPCP as part of everyday practice and culture
  - Examples of IPE in practice shared among members and publicised on WHO website
  - Collaboration between staff of University and service providers
- **AfriPEN's advocacy efforts bearing fruit**
  - Comprehensive AfriPEN guide is contextualised, accepted and implemented by all countries, governing authorities, Professional Boards, accreditation authorities, HPEISs regarding IPECP policies, regulations, legislation, accreditation, competency framework, assessment and everyday practice
  - Adequate funding to implement IPECP across the HPE and service continuum
- **A strong AfriPEN:**
  - Well-organised and represented AfriPEN to fulfil its function
  - Well-resourced AfriPEN (financial and human resources) enabling its function

## 11 ADDENDUM 4: WORK PLANS

The following draft plans were developed by the various Work Groups at the AfriPEN Port Elizabeth Planning (June 2016) workshop after agreeing on the following priorities:

1. Develop AfriPEN's organisational capacity and structure
2. Conduct a survey on what Institutions have available on IPE and what is needed regarding IPE
3. Compile a collection of our IPE stories from Sub-Saharan Africa.
4. Produce generic IPE policies and guidelines that can be adapted by various authorities to promote and endorse IPE
5. Create a web-based platform to share IPE learning and teaching resources
6. Develop short course for IPE facilitators
7. Develop a collaborative research framework and grant application(s) for AfriPEN
8. Contribute to a themed edition on IPE in Sub-Saharan Africa for the Journal of Interprofessional Care

Chairperson	Stefanus Snyman	<a href="mailto:ssnyman@sun.ac.za">ssnyman@sun.ac.za</a>	+27 82 557 1056
Deputy Chairperson	Marius Hedimbi	<a href="mailto:mhedimbi@unam.na">mhedimbi@unam.na</a>	+264 81 148 9978
Secretary	Kitty Uys	<a href="mailto:uysk@ukzn.ac.za">uysk@ukzn.ac.za</a>	+27 82 493 2014
Treasurer	Gerda Reitsma	<a href="mailto:gerda.reitsma@nwu.ac.za">gerda.reitsma@nwu.ac.za</a>	+27 83 990 0260
African diaspora	Milika Matiti	<a href="mailto:mmatiti@lincoln.ac.uk">mmatiti@lincoln.ac.uk</a>	+44 77 7953 27094
<b>Ad hoc: Work Group facilitators</b>			
Conduct Survey	Gaolatlhe Mothoagae	<a href="mailto:gaolatlhem@gmail.com">gaolatlhem@gmail.com</a>	+27 72 263 1164
Collecting IPE stories	Mathys Labuschagne	<a href="mailto:LabuschagneMJ@ufs.ac.za">LabuschagneMJ@ufs.ac.za</a>	+27 83 411 9891
Develop IPE Policies & Guidelines	Dalena van Rooyen	<a href="mailto:dalena.vanrooyen@nmmu.ac.za">dalena.vanrooyen@nmmu.ac.za</a>	+27 83 269 4448
Web-based platform	Riaan van Wyk	<a href="mailto:vanwykr3@ufs.ac.za">vanwykr3@ufs.ac.za</a>	+27 82 291 5500
Short course & Themed edition of JIPC	Yvonne Botma	<a href="mailto:botmay@ufs.ac.za">botmay@ufs.ac.za</a>	+27 84 580 3427
Themed edition of JIPC	Firdouza Waggie	<a href="mailto:firdouzawaggie@gmail.com">firdouzawaggie@gmail.com</a>	+27 82 777 3568

## 11.1 DEVELOP AFRIPEN'S ORGANISATIONAL CAPACITY AND STRUCTURE

### Work Group Facilitator:

- Stefanus Snyman ([ssnyman@sun.ac.za](mailto:ssnyman@sun.ac.za); +27 82 557 1056)

Plans	Tasks	Target Date	Responsible persons	Status (Date)
Distribute of Founding document, Work Plan and recruiting additional Work Team collaborators	The attendees comment on the current draft Work Plan and Founding document (See <a href="#">Addendum 5</a> )	2016-10-10	Stefanus Snyman	Done
	Distribute Work Plan to all subscribers inviting them to join as collaborators of the Work Groups by contacting work group facilitators or leaving a comment on the <a href="#">Google Drive version</a> of this document by 30 November 2016	2016-11-30	Stefanus Snyman	
	Conduct open Zoom feedback meeting to discuss the Work Plan and report on progress	2016-12-06	Stefanus Snyman (with presentations from the Work Group facilitators)	
Recruit 30 institutional members	Open cost point at NWU to receive membership fees	2016-11-15	Gerda Reitsma	
	Email membership invitation letter to AfriPEN database	2016-11-15	Stefanus Snyman	
	Obtain database of health professions education institutions in Sub-Saharan Africa	2016-11-30	Gerard Filies	
	E-mail membership invitation letter to institution in SSA	2016-01-18	Stefanus Snyman	
	Acknowledge payments and maintain list of paid up members on Google Drive. Ms Zusette De Beer: financial officer will facilitate	Continuous	Gerda Reitsma	
Conduct regular meetings	An open AfriPEN Zoom meeting will take place every 3 months (First Tuesday of March, June; September; December at 13:00 GMT). Unless specified otherwise, the March meeting will serve as AGM.	Continuous	Kitty Uys	
	The NFT will meet once a month on Zoom (1 <sup>st</sup> Tuesday) (except in months when there is an open network meeting). At 13:00 GMT	Continuous	Kitty Uys	



Plans	Tasks	Target Date	Responsible persons	Status (Date)
	Work Group Zoom Meetings will be organised by the Work group facilitator when and where needed	Continuous	Work group facilitators	
	All meeting minutes and/or recordings should be uploaded to Google Drive	Continuous	Work group facilitators	
Utilising Twitter and Facebook	Publish once a week to our Twitter <a href="#">@IPEAfrica</a> and <a href="#">Facebook page @AfrIPEN</a>	Continuous	Stefanus Snyman	
	Email AfrIPEN database encouraging everyone to use Twitter and to mention / retweet our <a href="#">@IPEAfrica</a> <a href="#">#AfrIPEN</a> tweets; and to follow/share us on Facebook.	2016-10-31	Stefanus Snyman	
Develop and maintain website	Register <a href="http://www.afripen.org">www.afripen.org</a> domain	2016-09-01	Stefanus Snyman & Riaan van Wyk	Done
	Set up temporary web page	2016-09-01	Stefanus Snyman & Riaan van Wyk	
	Design and develop fully functional website, which include resource sharing database when funds become available	When funds become available	Stefanus Snyman, Riaan van Wyk & Yvonne Botma	
	Maintain website	Continuous	Stefanus Snyman & Riaan van Wyk	
Send regular eNewsletter	Email an eNewsletter twice a year to all subscribers	April & November each year	Stefanus Snyman	
Active participation in the All Together Better Health World Coordinating Committee (ATBH-WCC)	Apply for membership of the ATBH WCC	30 June 2016	Stefanus Snyman & NFT	Done (2016-06-30)
	Present poster at ATBH VIII in Oxford.	6-9 September 2016	Stefanus Snyman & Marius Hedimbi	Done and accepted as member of ATBH-WCC (2016-09-07)

Plans	Tasks	Target Date	Responsible persons	Status (Date)
	Consider bidding to host ATBH XI in 2022	Keep this item on agenda for 2018	Stefanus Snyman	
	Consider establishing WHO IPE collaborating Centre	Keep this item on agenda for 2018	Stefanus Snyman & John Gilbert	

## 11.2 CONDUCT A SURVEY ON WHAT INSTITUTIONS HAVE AVAILABLE ON IPE AND WHAT IS NEEDED REGARDING IPE

### Work Group Facilitators:

- Gaolatlhe Mothoagae ([gaolatlhem@gmail.com](mailto:gaolatlhem@gmail.com), +27 72 263 1164)
- Kitty Uys ([uysk@ukzn.ac.za](mailto:uysk@ukzn.ac.za), +27 82 4932 014)

The aim is to develop a protocol with the aim to conduct a survey on what HPEIs in Sub-Saharan Africa have available on IPE and what is needed regarding IPE, e.g.

- IPE training resources
- Assessment tools
- Finances
- Institutional support
- Graduate competencies
- Policies
- Guideline
- Research evidence
- Knowledge of IPE
- Skills to implement IPE
- List of publications
- Postgraduate students doing IPE

Plans	Tasks	Target Date	Responsible persons	Status (Date)
Questionnaire development	What tools are available (previous similar surveys) (Perhaps adapt Riaan van Wyk's questionnaire)	2016-10-31	Riaan van Wyk	
	1 <sup>st</sup> draft of questionnaire	2016-11-15	Gaolatlhe Mothoagae, Kitty Uys, Riaan van Wyk et al	
	Send out the Questionnaire to AfrIPEN core group for content validity	2016-11-30	Stefanus Snyman et al., including Hugh Barr & John Gilbert	
	Final questionnaire	2016-12-15	Gaolatlhe Mothoagae et al	
Conduct research	Finalise proposal for Ethics at various institutions: Wits; UKZN; UFS; SU; NWU; UWC; UNam; UB; others who want to join	2016-12-01	Authors	
	Collect data	2017-01-08	Authors	

<b>Plans</b>	<b>Tasks</b>	<b>Target Date</b>	<b>Responsible persons</b>	<b>Status (Date)</b>
	Analyse data	2017-03-31	Authors	
	Final document	April to May 2016	Authors	
	Submit article as part of themed edition of JIPC	June 2016	Authors	
Utilise information	Utilise the finding of the research for our next cycle of planning	Sept 2016	Stefanus Snyman	

### 11.3 COMPILER A COLLECTION OF OUR IPE STORIES FROM SUB-SAHARAN AFRICA.

Work Group Facilitators:

- Mathys Labuschagne ([LabuschagneMJ@ufs.ac.za](mailto:LabuschagneMJ@ufs.ac.za), +27 83 411 9891)

Plans	Tasks	Target Date	Responsible persons	Status (Date)
Negotiate agreement with WHO IPE team to publish regular AfriPEN features on the WHO website	Mathys negotiate and agree on template with Julian Fisher from WHO allowing AfriPEN a regular feature on WHO website to showcase IPE in Sub-Sahara Africa.	2016-10-31	Mathys Labuschagne	
Gather and publish stories	Schedule the publishing of one story a month (starting January 2017) and arrange it with the various institutions / countries.	2016-11-30	Mathys Labuschagne	
	Receive the stories (2 months before the publication date)	Every month	Mathys Labuschagne's authors	
	Peer-review and finalise the stories (1 months before the publication date)	Every month	Work group members	
	Submit to WHO for publication on their website (2 weeks before the publication date)	Every month	Mathys Labuschagne	
	Share the publications through social media, AfriPEN website and email to subscribers (directly after publication on the WHO website)	Every month	Mathys Labuschagne	
	Compile the stories to be printed as a book in the future	2022 (e.g. if ATBH in Africa)	Mathys Labuschagne et al	

### 11.4 PRODUCE A SET OF GENERIC IPE POLICIES AND GUIDELINES THAT CAN BE ADAPTED BY VARIOUS AUTHORITIES TO PROMOTE AND ENDORSE IPE

Work Group Facilitator:

- Dalena van Rooyen ([dalena.vanrooyen@nmmu.ac.za](mailto:dalena.vanrooyen@nmmu.ac.za); +27 83 269 4448)

Plans	Tasks	Target Date	Responsible persons	Status (Date)
Develop protocol	Finalise research proposal	2016-11-30	Dalena van Rooyen	
	Submit protocol for ethics at various applicable institutions	2016-01-31	Dalena van Rooyen et al.	
Expand Working Group	Invite experts (Tiina Tervaskanto-Mäentausta, Sarah Hean, John Gilbert, Jimmy Volmink)	2016-11-15	Dalena van Rooyen & Stefanus Snyman	
	Obtain of all HPEIs and invite more representative from Africa	2016-11-30	Dalena van Rooyen, Gerard Filies & Marius Hedimbi	
Initial working document	Review existing documents which includes that of AfriPEN, and all other policy documents and guidelines from other IPE institutions (e.g. ASSAf, WHO, EIPEN, etc.).	2017-02-28	Work Group	
	Decide on structure of a policy document and guidelines	2017-03-31	Work Group	
Write policy document	1 <sup>st</sup> Draft working document to circulate	2016-06-20	Dalena van Rooyen	
	Workshop/symposium at SAAHE 2017 to discuss draft	2016-07-04	Dalena van Rooyen	
	All inputs back from public consultation on 1 <sup>st</sup> draft	2016-07-31	Dalena van Rooyen	
	Prepare final draft and submit for expert peer-review	2016-03-31	Dalena van Rooyen	
Launch policy and guidelines	Launch at 1 <sup>st</sup> AfriPEN symposium in Windhoek (September 2017)	2017-09-21	Dalena van Rooyen et al	
	Publish article in themed edition of JIPC	End 2017	Dalena van Rooyen et al	
	Plan role out of Policy and Guidelines: workshop at 1 <sup>st</sup> AfriPEN symposium in Windhoek (September 2017)	2017-09-21	Dalena van Rooyen et al	

## 11.5 CREATE A WEB-BASED PLATFORM TO SHARE IPE LEARNING AND TEACHING RESOURCES

### Work Group Facilitators:

- Riaan van Wyk ([vanwykr3@ufs.ac.za](mailto:vanwykr3@ufs.ac.za), +27 82 291 5500)

### To design an AfriPEN website and web-based platform to allow the sharing of IPE resource, including

- Training material
- Assessment tools
- Guidelines
- Policies
- Events
- Funding sources
- Publications
- Institutional contact persons
- Proposed and ongoing research topics
- Guidelines regarding branding and acknowledgement
- Links to other websites
- List of IPE educators

Plans	Tasks	Target Date	Responsible persons	Status (Date)
Establish basic AfriPEN website	Activate an initial static webpage.	2016-09-01	Riaan van Wyk, Stefanus Snyman	Done
	Plan, design and develop the website when funds become available	2017-01-31	Riaan van Wyk, Stefanus Snyman	
Develop research protocol	Develop protocol and submit for ethics	2017-01-31	Yvonne Botma et al.	
Design and develop resource sharing web-based platform	Collaborate with WHO-FIC <a href="http://www.ICEducation.org">www.ICEducation.org</a> and <a href="http://www.icfmobile.org">www.icfmobile.org</a> to refine current platforms and to mirror it for AfriPEN's use when funds become available	2016-11-30	Work Group	
	Virtual workshop to refine AfriPEN platform specs	2017-01-31	Work Group	
	Duplicate and customise <a href="http://www.icfeducation.org">www.icfeducation.org</a> for AfriPEN. Launch test site	2017-03-31	Riaan van Wyk	
	Receive feedback and refine	2017-05-31	Riaan van Wyk,	

	Conduct workshop at SAAHE 2017 to promote site	2017-07-04	Yvonne Botma	
	Monitor usage and analyse materials shared and other issues in line with protocol	2017-08-31	Work Group	
Share findings	Present findings at 1 <sup>st</sup> AfrIPEN symposium in Windhoek	2017-09-21	Work Group	
	Publish in themed edition of JIPC	2017-11-30	Work Group	



## 11.6 DEVELOP SHORT COURSE FOR IPE FACILITATORS

Work Group Facilitators:

- Yvonne Botma ([botmay@ufs.ac.za](mailto:botmay@ufs.ac.za), +27 84 580 3427)

Plans	Tasks	Target Date	Responsible persons	Status (Date)
Expand working group	Expand working group by inviting participants from other African countries and also experts (e.g. John Gilbert and FAIMER India)	2016-11-30	Yvonne Botma & Stefanus Snyman & Firdouza Waggie	
Develop research proposal for the project	Develop research proposal for the project and obtain the relevant ethical approval	2017-03-31	Yvonne Botma & team	
Develop a short programme for facilitators of Interprofessional groups in order to enhance collaborative practice	Agree on outcomes/competences and associated assessment criteria for short learning programme (SLP) on training interprofessional facilitators (IPFs) in collaboration with all stakeholders (International Experts & Sub-Sahara Africa).	2017-03-31	Yvonne Botma & team	
	Collaboratively develop online teaching and learning activities.	2017-06-30	Yvonne Botma & team	
	Present at SAAHE 2017 and receive feedback	2017-07-04	Yvonne Botma & team	
	Finalise SLP	2017-08-31	Yvonne Botma & team	
Distribution of SLP	Launch at 1 <sup>st</sup> AfrIPEN symposium & for endorsement by AfrIPEN	2017-09-21	<i>Yvonne Botma &amp; team</i>	
	Plan distribution action steps at Windhoek workshop	2017-09-21	Yvonne Botma & team	
	Publish in themed edition of JIPC	2017-11-30	Yvonne Botma & team	
	Register SLP with professional boards for Continuous Professional Development (CPD) points	2017-11-30	Yvonne Botma	

## 11.7 DEVELOP A COLLABORATIVE RESEARCH FRAMEWORK AND GRANT APPLICATION(S) FOR AFRI PEN

Work Group Facilitators:

- Stefanus Snyman ([ssnyman@sun.ac.za](mailto:ssnyman@sun.ac.za), +27 82 557 1056)

Plans	Tasks	Target Date	Responsible persons	Status (Date)
Organise a workshop 3 day workshop from 17-20 Sept 2017	Invite 3 facilitators (Scott Reeves, John Gilbert & Susan van Schalkwyk)	2016-07-15	Stefanus Snyman	DONE
	<p>The following is confirmed:</p> <ul style="list-style-type: none"> <li>Sunday evening 17 September to Wednesday 20 September at University of Namibia (Confirmed)</li> <li>University of Namibia will cover: <ul style="list-style-type: none"> <li>all the expenses of the facilitators</li> <li>the lodging, lunch and refreshments of the other 15 delegates</li> <li>the venue</li> <li>The transport and a driver to <a href="#">Etosha National Park</a> (Windhoek return) (23-26 September) as post-workshop trip</li> </ul> </li> </ul>	2016-10-14	Stefanus Snyman & Marius Hedimbi	DONE
Organise the First AfriPEN symposium to coincide with the workshop	<p>The following is confirmed:</p> <ul style="list-style-type: none"> <li>Dates: Thursday 21-22 September 2017</li> <li>University of Namibia</li> </ul>	2016-07-15	Stefanus Snyman	DONE
Get Work Group going	<p>Organise Zoom meeting with Work group to discuss:</p> <ul style="list-style-type: none"> <li>Finalise goals for workshop</li> <li>Compile invitation list</li> <li>Program for international facilitator to other institutions to help cover cost</li> <li>Plan funding application / option</li> <li>Plan First AfriPEN Symposium</li> </ul>	2016-10-24	Stefanus Snyman	

Plans	Tasks	Target Date	Responsible persons	Status (Date)
	<ul style="list-style-type: none"><li>○ Agree on timelines and responsibilities</li><li>○ Compile research protocol for the event itself</li></ul>			

## 11.8 CONTRIBUTE TO A THEMED EDITION ON IPE IN SUB-SAHARAN AFRICA FOR THE JOURNAL OF INTERPROFESSIONAL CARE

Work Group Facilitators:

- Yvonne Botma ([botmay@ufs.ac.za](mailto:botmay@ufs.ac.za), +27 84 580 3427)
- Firdouza Waggie ([firdouzawaggie@gmail.com](mailto:firdouzawaggie@gmail.com); +27 82 777 3568)

Plans	Tasks	Target Date	Responsible persons	Status (Date)
Negotiate themed edition with JIPC	1. Reach consensus with the Editor, Prof Scott Reeves, for a themed edition of JIPC, focusing on IPE in Sub-Saharan Africa.	2016-09-10	Stefanus Snyman	DONE
Reach consensus on timelines	2. Current work group conducts Zoom meeting to: <ul style="list-style-type: none"> <li>• Agree on process and timelines</li> <li>• Draft invitation</li> </ul>	2016-10-20	Yvonne Botma,	DONE
	3. Reach consensus with Prof Scott Reeves about the action plan, target dates, call of abstract letter, etc.	2016-10-31	Stefanus Snyman	
	4. Distribute the Call for abstracts: <ul style="list-style-type: none"> <li>• Email AfriPEN database</li> <li>• Facebook &amp; Twitter (JIPC &amp; AfriPEN</li> <li>• ?JIPC website</li> <li>• CAIPE</li> <li>• Nexus</li> <li>• FAIMER</li> <li>• SAAHE</li> <li>• MEPI</li> </ul>	2016-11-30	Stefanus Snyman	
	5. Finalise Work Group after receiving feedback on this AfriPEN Report	2016-12-05		
	6. Finalise internal editorial team	2016 –12-05 Zoom meeting	Yvonne Botma	
	7. Deadline to submit abstracts and distribute to editorial team for review	2017-02-15	Yvonne Botma & Firdouza Waggie	

Plans	Tasks	Target Date	Responsible persons	Status (Date)
	8. Complete review of abstracts submitted. Discuss and compile the short list of abstracts	2017-03-13 Zoom meeting	Editorial team	
	9. Submit short list of abstracts to Prof Scott Reeves for review by JIPC.	2017-03-17	Stefanus Snyman	
	10. Receive feedback from JIPC and give feedback to authors	2017-04-10	Yvonne Botma	
	11. Deadline for submission of manuscripts and distribute to editorial team for review	2017-06-30	Yvonne Botma	
	12. Finalise first internal round of peer-review (Give feedback to authors and offer assistance or mentoring to those who need to make minor/major changes)	2017-07-30 Zoom meeting	Editorial team Yvonne Botma feedback to authors	
	13. Submit manuscripts internally for final round of peer-review / editing	2017-09-01	Authors Editorial team	
	14. Discuss internally accepted papers with external panel (when meeting in Windhoek) and give final internal feedback to authors	2017-09-17&22	Both internal and external reviewers	
	15. Submission by authors to IJIC	2017-11-01	Authors	
	16. Final publication in JIPC	2018		

All subscribers to the AfrIPEN database are invited to comment on this final draft of our founding document by 30 November 2016. Respond by sending an e-mail to Kitty Uys ([uysk@ukzn.ac.za](mailto:uysk@ukzn.ac.za)), attaching the document with track changes.

## Founding document

### AFRICA INTERPROFESSIONAL Education NETWORK (AfrIPEN)

#### CONTENTS

Contents.....	30
1 Name of the organisation .....	31
2 Vision and mission .....	31
3 Preamble .....	31
4 Objectives.....	31
5 Membership: Members, Collaborators and Subscribers .....	33
6 Collaborative leadership .....	33
6.1 Network facilitation team.....	33
6.2 Eligibility and election.....	33
6.3 Term of office and meetings.....	33
6.4 Exceptions.....	33
6.5 Roles and responsibilities: .....	33
7 Meetings .....	34
8 Work Groups and affiliations .....	35
9 Finances .....	35
10 Amendments.....	36
11 Dissolution of the network.....	36
12 References .....	36
13 See Addendum B: Collaborators present at formation meeting .....	36

# AFRICA INTERPROFESSIONAL Education NETWORK (AfrIPEN)

## 1 NAME OF THE ORGANISATION

The name of the organisation is the *Africa Interprofessional Education Network (AfrIPEN)*.

## 2 VISION AND MISSION

The vision of AfrIPEN is to establish interprofessional education and collaborative practice (IPE) as integral part in training the health workforce and in the effective functioning of systems for health in Sub-Saharan Africa.

The mission of AfrIPEN is to advocate for, collaborate on, promote and share good practice of IPE in Sub-Saharan Africa.

## 3 PREAMBLE

We, collaborators of the Africa Interprofessional Education Network (AfrIPEN), endorse that:

- Interprofessional Education (IPE) includes and is inseparable from collaborative practice. When the term “IPE” is used by AfrIPEN, it thus includes the concept of collaborative practice.
- IPE is an evidence-based strategy to bolster the health workforce in meeting the health needs of countries at a time when the world is facing a shortage of health workers, and Sub-Saharan Africa is suffering a health and health workforce crisis.
- IPE serves as catalyst for a bio-psycho-social-spiritual approach to improved person-centred service delivery, contributing to the strengthening of systems for health and improving the health outcomes of service users.
- Competency-based curriculum development is pivotal in providing effective IPE. This includes identifying the needs of all stakeholders regarding IPE, developing contextualised competency frameworks, milestones, entrustable professional activities, learning and teaching resources, assessment tools, implementation and monitoring (including preceptor training, institutional support and managerial commitment to ensure adequate funding and logistics).
- Institutional support, working culture and environmental mechanisms determine how IPE is introduced and executed. Institutional support mechanisms include governance models, structured protocols, shared operating resources, personnel policies and supportive management practices. Working culture mechanisms encompass communications strategies, conflict resolution policies, and shared decision-making processes. Environmental mechanisms include built environment, facilities, space and design.
- Relevant terms, unless specified differently, are used as defined by the Journal of Interprofessional Care.

## 4 OBJECTIVES

AfrIPEN aims to:

- 4.1 Recruit and mobilise policy makers, professional bodies, institutional leadership, faculty, service providers, funders and other stakeholders to advance IPE in Sub-Saharan Africa.
- 4.2 Collaborate in identifying, developing, adapting and sharing IPE resources for the Sub-Saharan African context.
- 4.3 Utilise relevant global, regional and national networks and platforms to create an awareness of and mobilisation around IPE.

- 4.4 Advocate for and facilitate the inclusion of IPE into scopes of practice of all professions represented in the workforce for health in Sub-Saharan Africa.
- 4.5 Advocate for and facilitate the integration of interprofessional collaborative competencies into health workforce curricula offered by higher education institutions in Sub-Saharan Africa.
- 4.6 Advocate for, promote and facilitate the cultivation of IPE values and competencies among faculty, preceptors, health and social care workers in Sub-Saharan Africa.
- 4.7 Participate in international networks informing best practice models including, but not limited, to the All Together Better Health World Coordinating Committee, the World Health Organization, the Global Research Interprofessional Network, In-2-Theory, etc.
- 4.8 Conduct collaborative research to inform IPE in Sub-Saharan Africa.

## 5 MEMBERSHIP: MEMBERS, COLLABORATORS AND SUBSCRIBERS

- 5.1 Membership is restricted to institutions. Collaborators are individuals actively participating in the network's activities, whether their institutions are members or not. Subscribers are individuals and institutions, who are not actively involved as collaborators or members, who have subscribed to the AfriPEN database.
- 5.2 Institutions in Sub-Saharan Africa belonging to any of the following categories are encouraged to join AfriPEN as member:
  - Service user organisations and advocacy groups
  - Student organisations
  - Health workforce education institutions
  - Health workforce societies/associations
  - Health workforce education accreditation bodies
  - Institutions involved in health and/or social care service provision
  - Professional Boards / Regulators for health and social service provision
  - Ministries of Health and Social Services
  - Ministries of Higher Education.
- 5.3 The number of members is unlimited with a minimum of ten institutions.
- 5.4 The data of members, collaborators and subscribers will be managed in accordance with the South African Protection of Personal Information Act 4 of 2013 (Republic of South Africa, 2013).
- 5.5 To be accepted as a member, serve as collaborator or receive information as subscriber, the required information should be submitted through AfriPEN's website
- 5.6 Members and collaborators are required to accept the founding document of AfriPEN.
- 5.7 Should memberships fees be introduced, institution's failing to honour their commitment within a fixed period will be considered to have resigned from the Network. Membership fees will be displayed on the AfriPEN website.
- 5.8 Any member may resign by emailing the Chairperson. The resignation is effective from the date the email is sent.



## 6 COLLABORATIVE LEADERSHIP

### 6.1 NETWORK FACILITATION TEAM

The following shall be elected to form the Network Facilitation Team:

- Chairperson
- Secretary
- Treasurer
- Co-opted *ad hoc* members as needed (minimum of two)

### 6.2 ELIGIBILITY AND ELECTION

6.2.1 A call for nominations will go out at the penultimate meeting of every second year and the new Network Facilitation Team will be elected at the last meeting of that year.

6.2.2 Should there be a membership fee, only paid up members will be eligible to vote.

6.2.3 Elections will be conducted by secret ballot with the incumbent elected by a simple majority.

### 6.3 TERM OF OFFICE AND MEETINGS

6.3.1 The Network Facilitation Team shall serve for a period of two years.

6.3.2 A Network Facilitation Team member may be re-elected, but may not serve for more than two consecutive terms.

6.3.3 The Network Facilitation Team will convene at least three times per year and have additional meetings as and when needed. Meetings may be virtual and face-to-face.

### 6.4 EXCEPTIONS

6.4.1 A member of the Network Facilitation Team may be removed from office by a two thirds majority of the Network Facilitation Team members, and 75% of members present at an Annual General Meeting if actions are deemed inappropriate by the membership.

6.4.2 Normal appeal procedures will apply in such cases.

6.4.3 Vacancies in the Network Facilitation Team will be filled by the prescribed nomination and voting procedure for the remainder of the term of office at the next meeting of the Network.

### 6.5 ROLES AND RESPONSIBILITIES:

The Network Facilitation Team shall embrace collaborative leadership and will function in such a way. The roles and responsibilities of the various members and collaborators in AfrIPEN, include the following

6.5.1 The Network Chairperson shall:

- provide leadership, support and endorsement of IPE in strategic and organisational priorities;
- provide leadership, support, and endorsement for interprofessional collaborative practice and learning activities across AfrIPEN such as business plans, interprofessional workshops/research conferences, quality improvement projects and models of services which support interprofessional collaborative practice;
- facilitate meetings of the Network, where it is appropriate;
- represent the Network in matters relevant to internal and external stakeholders;

- ensure that the Network is operating in conformity with the constitution;
- maintain communication with members.

In the spirit of collaborative leadership other Network Facilitation Team members could also assume the role of the facilitator where the need arises and where the Chairperson is not present.

6.5.3 The Secretary shall:

- be responsible for the agenda and minutes of each meeting;
- maintain the membership directory and contact details;
- correspond as needed with all stakeholders;
- co-ordinate, support and evaluate policy implementation.

6.5.4 The Treasurer shall:

- maintain accurate records of the Network's transactions;
- collect dues as required;
- develop an annual budget and submit it to the Network Facilitation Team for consideration and approval;
- arrange for signing power to authorise payments and for approval of auditors;
- present an annual financial report to the Network at the last meeting of each year;
- outsource the financial management to a member institution, should that be agreed upon by the Network Facilitation Team;
- identify resources as required to support the work of AfrIPEN.

6.5.5 Task team facilitators and collaborators shall:

- recruit, induct and support members and collaborators to participate in AfrIPEN's activities;
- provide leadership, implementation and support of AfrIPEN's workplan.

6.5.6 Members and collaborators shall:

- demonstrate and embed interprofessional competencies in work roles with service users, service providers and with colleagues;
- develop quality improvement and workplace processes or activities which support interprofessional collaborative practice and effective teamwork and communication;
- display leadership to promote and support interprofessional collaborative practice;
- actively seek out interprofessional learning opportunities and apply learning to practice;
- co-ordinate, support and evaluate IPE policy implementation in their sphere of practice;
- facilitate and support interprofessional learning and/or quality improvement activities;
- display leadership to promote and support interprofessional collaborative practice in partnership with other health and educational organisations.

## 7 MEETINGS

- 7.1 The Network will meet at least once a year, dates of which will be determined at least 3 months before the meeting. These meeting can be virtual or face-to-face.
- 7.2 The Annual General Meeting will be held annually on before the end of April in order to approve the accounts for the past financial year and the budget for the current year. These meeting can be virtual or face-to-face.
- 7.4 A quorum of 50% plus one of the voting members will apply.
- 7.5 **A vote by proxy is allowed.** A proxy is authorised to vote on all agenda items at his/her own discretion.

- 7.5 A call for items for the agenda will be issued by the secretary 30 days before the date of each meeting.
- 7.6 The agenda shall close 14 days prior to meeting and the agenda and supporting documents shall be distributed electronically 7 days prior to the meeting.
- 7.6 Items for the agenda shall be submitted in electronic format to the Secretary.
- 7.7 Urgent items may be added to the agenda up to 3 days before a meeting. The member concerned shall be responsible for circulating any documentation to all members.
- 7.8 Decisions shall be taken by consensus. Should it be necessary to vote, decisions shall be taken on simple majority with the Network Chairperson having the casting vote should the vote be equal.
- 7.9 Apologies for absence shall be submitted in writing to the Secretary.
- 7.10 Emergency decisions shall be taken by the Network Facilitation Team. The Annual General Meeting shall ratify these decisions at its next meeting.
- 7.11 Minutes shall be taken of all meetings.
- 7.12 Minutes shall be distributed to all members and collaborators by, or upon request of, the Secretary, no later than 30 days after the meeting.

## 8 WORK GROUPS AND AFFILIATIONS

Work Groups may be set up to deal with specific issues or needs. The terms of reference of Work Group shall be determined by the members and collaborators (or delegated by the Network Facilitation Team), specifying the name, purpose, duration of operation, delegated authority and reporting procedures.

The Network may affiliate with and accept affiliation of global, regional and national organisations, associations, societies and bodies with common goals. The members (or as delegated to Network Facilitation Team) shall approve such affiliation.

## 9 FINANCES

- 9.1 Membership fees will be determined by the Network on an annual basis at the last meeting of the year.
- 9.2 Membership fees, where applicable, shall be paid before 30 March annually.
- 9.3 All funds belonging to the Network shall be deposited and disbursed through a bank account established for the Network or as a cost centre of a member willing to fulfil that role.
- 9.4 The financial year of the Committee ends on 31 December every year.
- 9.5 At the Annual General Meeting the Network Facilitation Team shall submit the balance sheet and income statement of the expiration year of operation and the budget for the current operating year for approval.

## 10 AMENDMENTS

- 10.1 This constitution may be amended only at an Annual General Meeting of members with at least 3 months' notice of such a motion.
- 10.2 A two thirds (2/3) majority of all voting members is required to move a motion to amend the founding document.

## 11 DISSOLUTION OF THE NETWORK

- 12.1 Dissolution of the Network can take place only with the mandate of three quarters (3/4) of all voting members after six (6) months' notice of such a motion.
- 12.2 Any monies in the bank account at dissolution will be disbursed to an institution furthering IPE. This will be done to the discretion of the Facilitating Team.

## 12 REFERENCES

Journal of Interprofessional Care. (2015). Instructions for authors: Terminology. Retrieved November 10, 2015, from <http://www.tandfonline.com/action/authorSubmission?journalCode=ijic20&page=instructions#read>

Republic of South Africa. (2013). Protection of Personal Information Act 4 of 2013. *Government Gazette*, (912), 1–75. Retrieved from [http://www.gov.za/sites/www.gov.za/files/37067\\_26-11\\_Act4of2013ProtectionOfPersonallnfor\\_correct.pdf](http://www.gov.za/sites/www.gov.za/files/37067_26-11_Act4of2013ProtectionOfPersonallnfor_correct.pdf)

World Health Organization. (2010). *Framework for Action on Interprofessional Education & Collaborative Practice*. World Health Organization. Retrieved from [http://www.who.int/hrh/nursing\\_midwifery/en/](http://www.who.int/hrh/nursing_midwifery/en/)

## 13 SEE ADDENDUM B: COLLABORATORS PRESENT AT FORMATION MEETING

Collaborators present with the formation of AfriPEN at the TUFH/SAAHE congress (13 September 2015)

SURNAME	NAME	DISCIPLINE	INSTITUTION	COUNTRY	Email Address
1. Amalba	Anthony	Pharmacy HPE	University Dev. Studies Tamare, Ghana	Ghana	<a href="mailto:amalbaanthony@gmail.com">amalbaanthony@gmail.com</a>
2. Botma	Yvonne	Nursing	University of the Free State	SA	<a href="mailto:botmay@ufs.ac.za">botmay@ufs.ac.za</a>
3. Budrick	Bill	Education	FAIMER		<a href="mailto:wbudrick@faimer.org">wbudrick@faimer.org</a>
4. Cooper	Ian	Centre for Rural Health	Wits University	SA	<a href="mailto:ian.cooper@wits.ac.za">ian.cooper@wits.ac.za</a>
5. Du Rand	Suzette		NMMU	SA	<a href="mailto:Suzette.durand@nmmu.ac.za">Suzette.durand@nmmu.ac.za</a>
6. Du Toit	Elizabeth		NMMU	SA	<a href="mailto:Elizabeth.dutoit@nmmu.ac.za">Elizabeth.dutoit@nmmu.ac.za</a>
7. Essack	Shabiha		University of KZN	SA	<a href="mailto:essacks@ukzn.ac.za">essacks@ukzn.ac.za</a>
8. Filies	Gerard	Occupational Therapy (IPEU)	UWC	SA	<a href="mailto:gfilies@gmail.com">gfilies@gmail.com</a>
9. Flack	Penelope	SLP	University of KZN	SA	<a href="mailto:flackp@ukzn.ac.za">flackp@ukzn.ac.za</a>

<b>SURNAME</b>	<b>NAME</b>	<b>DISCIPLINE</b>	<b>INSTITUTION</b>	<b>COUNTRY</b>	<b>Email Address</b>
10. Hanekom	Grieta		NWU	SA	<a href="mailto:Grieta.hanekom@nwu.ac.za">Grieta.hanekom@nwu.ac.za</a>
11. Hedimbi	Marius	School Medicine	University of Namibia	Namibia	<a href="mailto:mhedimbieu@nam.na">mhedimbieu@nam.na</a>
12. Hinkle	Hana	Public Health	University of Illinois	USA	<a href="mailto:hhinkle1@uic.edu">hhinkle1@uic.edu</a>
13. Labuschagne	Mathys	HPE	University of the Free State	SA	<a href="mailto:labuschagnemj@ufs.ac.za">labuschagnemj@ufs.ac.za</a>
14. Mogodi	Mpho	Medical Ed	University of Botswana	Botswana	<a href="mailto:mpho910@gmail.com">mpho910@gmail.com</a>
15. Mothoagae	Gaolatlhe	Lecturer for Health Science Education	Wits University	SA	<a href="mailto:gaolathlem@gmail.com">gaolathlem@gmail.com</a>
16. Raulenbach	Anita	Family Medicine	University of Pretoria	SA	<a href="mailto:Anita.raulenbach@up.ac.za">Anita.raulenbach@up.ac.za</a>
17. Reitsma	Gerda	HPE	NWU	SA	<a href="mailto:Gerda.reitsma@nwu.ac.za">Gerda.reitsma@nwu.ac.za</a>
18. Scrooby	Belinda	School of Nursing Science	Potchefstroom Campus, North West University	SA	<a href="mailto:Belinda.Scrooby@nwu.ac.za">Belinda.Scrooby@nwu.ac.za</a>
19. Snyman	Stefanus	CHPE	Stellenbosch University	SA	<a href="mailto:ssnyman@sun.ac.za">ssnyman@sun.ac.za</a>
20. Uys	Kitty	Occupational Therapist	University of KZN	SA	<a href="mailto:uysk@ukzn@ukzn.ac.za">uysk@ukzn@ukzn.ac.za</a>
21. Van Rooyen	Daleen		NMMU	SA	<a href="mailto:Dalena.vanrooyen@nmmu.ac.za">Dalena.vanrooyen@nmmu.ac.za</a>
22. Waggie	Firdouza	IPE	UWC	SA	<a href="mailto:firdouzawaggie@gmail.com">firdouzawaggie@gmail.com</a>

**Version: 1 December 2016**