

# THE INTERPROFESSIONAL PASSPORT GUIDE

This document provides a brief guide on how to use the Interprofessional  
Passport for students.

[www.passport.chd.ubc.ca](http://www.passport.chd.ubc.ca)



## THE INTERPROFESSIONAL PASSPORT

The Interprofessional Education (IPE) Passport is an online tool that enables you to register for and keep track of your interprofessional learning. The Passport provides a comprehensive list of the IPE activities available to UBC. These activities will help you meet your interprofessional collaborative competencies and further your knowledge and understanding of interprofessional, patient-centred collaborative practice. The Passport can be used to demonstrate that you have completed the IPE requirements of your program.

Through the Passport, you can:

- View upcoming events and important dates.
- Sign up for interprofessional activities.
- Record the points you have earned for your participation in IPE activities.
- View and download any mandatory readings or forms required.
- View and complete evaluation forms or reflections if required.
- Contact the College of Health Disciplines for support.

### 1. HOW TO LOG IN

The Passport Administrator will send you an email with login information.

Please go to: [www.passport.chd.ubc.ca](http://www.passport.chd.ubc.ca)

For the first time logging in, the you will use the email address that you received the email with from the Passport Administrator.

- Enter the email address
- Leave the password box blank



The screenshot shows the login interface for the Interprofessional Education Passport. At the top, there is a blue header with the title "Interprofessional Education Passport" and the "college of Health Disciplines" logo. Below the header is a navigation bar with links: Home, About Us, IPE Requirements, IPE Activity Application, and Contacts. The main content area is divided into two sections. On the left, there is an "Account Login" box with a lock icon, a text input field containing "student@ubc.ca", a "SIGN IN" button, and a "Forgot Password" link. On the right, there is a "How to Login?" section with two paragraphs of text explaining the login process for new and returning users.

From there, a screen will appear to ask to you to edit your log-in information including your user ID and password. Once you activate your account, you are to use your new chosen ID and password for future log-ins. **It is recommended you use your CWL log in and password so it is easy to remember.**

Welcome to your new Interprofessional Education Passport account.  
In order to begin using the new IPE Passport system we need a few additional details from you in order to activate your new IPE Passport account.

Please complete the information below to activate your account...

<b>Student Number:</b> <input type="text"/> (Enter Student Number)	<b>Verify Student Number:</b> <input type="text"/> (Re-enter your Student Number)
<b>New LoginId:</b> <input type="text"/> (Ideally, we suggest you use your CWLID)	<b>Verify New LoginId:</b> <input type="text"/> (Re-enter your new LoginID)
<b>New Password:</b> <input type="text"/> (Ideally, we suggest you use your CWL password. Passwords are not case sensitive)	<b>Verify New Password:</b> <input type="text"/> (Re-Enter your new Password)

**Password Rules:**

- We recommend that you use your CWLID password to avoid confusion
- Must be between 5 and 20 characters in length
- Must not contain any special characters such as [!@#\$%^&\*()\_+<>?;,:".'-~] only lowercase letters and numbers
- Must be different than your current password
- Must not be the same as your First or Last name
- Must not be the same as your Email Address
- Must not be the same as your Login Id
- Must not be the same as your Student Number (applies to Students only)

## 2. LIST OF IPE ACTIVITIES

**List of IPE Activities Tab:** provides a list of IPE activities available to the student. Activities may differ depending on the year and program a student is in.

There are 2 categories: **Activities Requiring Registration** and **Open Activities**.

**Activities Requiring Registration:** Activities that require registration prior to attending are found in this section. Points are automatically awarded to students after successful completion.

**Open Activities:** This list provides a list of activities for students to track their interprofessional learning. This list includes both upcoming and past activities.

Students can check off any activities that they've already completed in the past in this section the by clicking the **"Note my Participation"** link to earn IP points. This section does not require any registration through the passport. Points will be awarded after the Passport Administrator has verified participation.

### Activities Requiring Registration

These activities require pre-registration through the Passport. Click on **Activity Summary** to read the activity details. To register, please click on **Session Schedule**. Points will automatically be rewarded after completing the activity.

Filter by Activity Type:

Activity/Event Name	Activity Type	Level/Points	Dates	MultiPart	Activity Summary	Register
HSSA - Health Professions of Tomorrow Fair	HSSA	Exposure/35	Feb 17, 2014	No	<a href="#">Activity Summary</a>	<a href="#">Session Schedule</a>
Interprofessional Pain Management Module I	Learning Module	Exposure/45	Jan 15, 2014 Jan 22, 2014	Yes	<a href="#">Activity Summary</a>	<a href="#">Session Schedule</a>
Interprofessional Pain Management Module II	Learning Module	Immersion/45	Feb 12, 2014 Feb 26, 2014	Yes	<a href="#">Activity Summary</a>	<a href="#">Session Schedule</a>

### Open Activities

These activities do not require pre-registration. To claim your points, please click on **Note My Participation** after completing the activity. Points will take some time to appear on your Passport transcript. Activities that have a check-mark indicate you have already noted your participation for that particular activity. Please contact the Passport Administrator, [chd.passport.admin@ubc.ca](mailto:chd.passport.admin@ubc.ca) if you have any questions or concerns regarding your participation.

Filter by Activity Type:

Activity/Event Name	Activity Type	Level/Points	Activity Summary	Participation
CHIUS and Positive Living Community Kitchen Program (Jan-Mar 2014)	CHIUS	Exposure/35	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
CHIUS Executive Members	CHIUS	Immersion/60	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
CHIUS: Positive Living Community Kitchen Program (Sept-Nov 2013)	CHIUS	Exposure/35	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
CHIUS: Positive Living Diabetes Workshop	CHIUS	Exposure/30	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
CHIUS: Positive Living Mental Health Workshop	CHIUS	Exposure/30	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
CHIUS: Vancouver Native Health Evening Youth Clinic	CHIUS	Exposure/35	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
CHIUS: VNH Community Dinner Night	CHIUS	Exposure/30	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>

## 2A. REGISTERING FOR AN ACTIVITY

You can find the the list of Activities Requiring Restratriation under the **List of IPE Activities tab**.

If you are interested in registering for an activity, you can click on **Activity Summary** to read more about the activity.

### Activities Requiring Registration

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Interprofessional Pain Management Module II	Learning Module	Immersion/45	Feb 12, 2014 Feb 26, 2014	Yes	<a href="#">Activity Summary</a>	<a href="#">Session Schedule</a>

## ACTIVITY SUMMARY VIEW:

This page allows you to view activity details:

- Dates
- Location
- Time
- Description
- Points
- Type of activity
- Required documents or links

### My IPE Activity Details

**Activity Name:** Interprofessional Pain Management Module I

**Activity Credit Level:** Exposure

**Activity IPE Points:** 45

**Register:** [Session Schedule](#)

This is the first of two modules on pain management. Module I focuses on the lived experience of pain. It integrates both online and face-to-face learning in order to provide participants with an opportunity to learn to manage pain using an interprofessional approach. After an initial face-to-face meeting, learners are placed in an interprofessional team that they collaborate with online around a patient story. Teams then come together for a face-to-face session to share what they have learned.

The Interprofessional Pain Management Module I consists of:

1. A Preparatory Module: The anatomy of pain
2. Module One: The lived experience of pain

- Part 1: Wednesday, January 15, 2014, 5:30-7pm
- Part 2: Wednesday, January 22, 2014, 5:30-7pm

Facilitated by:

Janice Muir, Clinical Nurse Specialist, MSN, RN  
Brenda Poulton, Nurse Practitioner, MN, RN, NP(A)

Location: CHBE 103

[Click here for a map](#)

Please read course syllabus in documents under the Downloads in Activity Summary.

### Activity Documents and Resources Links

Mandatory	Description and Link
Yes	<a href="#">Pain Module I - Course Syllabus</a>
Yes	<a href="#">Pain Module I - Preparatory Module</a>
Yes	<a href="#">Pain Module I - Online Module Access</a>

### Session Surveys/Evaluations outstanding and awaiting your completion

There are no Session Surveys/Evaluations

## SESSION SCHEDULE

To register, students need to click on **Session Schedule**. The Session Schedule link can be found in 2 areas: under the **Activities Requiring Registration** or in the **Activity Summary**.

### Activities Requiring Registration

These activities require pre-registration through the Passport. Click on **Activity Summary** to read the activity details. To register, please click on **Session Schedule**. Points will automatically be rewarded after completing the activity.

Filter by Activity Type:

Activity/Event Name	Activity Type	Level/Points	Dates	MultiPart	Activity Summary	Register
HSSA - Health Professions of Tomorrow Fair	HSSA	Exposure/35	Feb 17, 2014	No	<a href="#">Activity Summary</a>	<a href="#">Session Schedule</a>
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### Activity Summary page:

#### My IPE Activity Details

**Activity Name:** Interprofessional Pain Management Module I

**Activity Credit Level:** Exposure

**Activity IPE Points:** 45

**Register:** [Session Schedule](#)

This is the first of two modules on pain management. Module I focuses on the lived experience of pain. It integrates both online and face-to-face learning in order to provide participants with an opportunity to learn to manage pain using an interprofessional approach. After an initial face-to-face meeting, learners are placed in an interprofessional team that they collaborate with online around a patient story. Teams then come together for a face-to-face session to share what they have learned.

The Interprofessional Pain Management Module I consists of:

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- Part 1: Wednesday, January 15, 2014, 5:30-7pm
- Part 2: Wednesday, January 22, 2014, 5:30-7pm

By clicking on **Session Schedule**, it will bring you to a new page.

In the green box, students can view activity details and available seats and sign up by clicking on **Sign Up for all parts**. The blue fonts indicate the number of seats available for specific programs. Seats are limited per program to ensure interdisciplinary mix.

**My IPE Activity Session Calendar**

Term: 2014 Activity: Interprofessional Pain Management Module I

Legend: Your Appointment Full Availability Some Availability Survey to Complete No Availability

Calendar view for January 2014. The calendar shows dates from 29 to 31. A tip indicates that clicking on a day in the calendar will view the schedule for that week or navigate to a week that has availability. Links for [W/O 13-Jan-2014](#) and [W/O 20-Jan-2014](#) are provided.

Monday Jan 13	Tuesday Jan 14	Wednesday Jan 15	Thursday Jan 16	Friday Jan 17
		<div><p>SessionId: 168 Dates/Times: Part 1 - Jan 15 (5:30-7:00PM) Part 2 - Jan 22 (5:30-7:00PM) Locality: UBC Location: Chemical &amp; Biological Engineering Building Facilitator: IPE Facilitator (Staff) Credit: Exposure Points: 45 Seats Max: 40 Seats Taken: 20</p><p>Note: This session is limited to the following Disciplines(Signed-Up/Max): Medicine(6/10), Audiology(0/10), Counseling Psychology(0/10), Dental Hygiene(1/10), Dentistry(0/10), Dietetics(0/10), Genetic Counseling(0/10), Midwifery(0/10), Nursing(6/10), Occupational Therapy(4/10), Pharmacy(2/10), Physical Therapy(0/10), Social Work(1/10), Speech Language Pathology(0/10)</p><p><b>Sign-Up for all parts</b></p><p>Contact Administrator</p></div>		

A confirmation will appear when you click on sign up:

Legend: Your Appointment Full Availability Some Availability Survey to Complete No Availability

Calendar view for January 2014. A confirmation dialog box is displayed over the calendar.

You are about to sign up for a session that has multiple parts (days) as follows:  
Part 1 - Jan 15 (5:30-7:00PM)  
Part 2 - Jan 22 (5:30-7:00PM)  
Please ensure you are available to attend all sessions before booking these sessions.

Registration Agreement

By registering for this activity, you are committing to attend all the sessions and contribute to all aspects of the learning. Be sure you review the commitments outlined on the Passport and understand them before registering. If for some reason you are unable to attend an activity you have registered for, you must de-register yourself using the Passport, or contact the Passport Administrator, at least 48 hours prior to the start of the first session. Your attendance will be tracked and reports are sent to your program. Programs will be contacted and informed about participants who register for an activity and do not attend without providing notification, which will be considered a contravention of university professionalism.

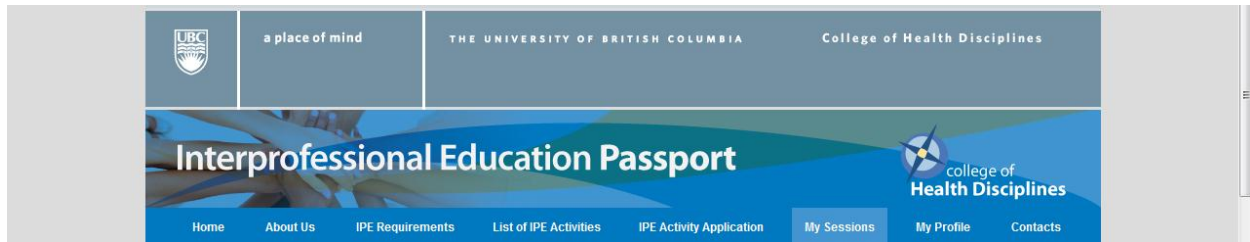
By clicking the [OK] button below you are confirming that you have read and agree to the above.

OK Cancel



## MY SESSIONS

The **My Sessions** tab will show students their upcoming activities that they have registered for:



My Sessions page:

Session List								
Listed below are all of the upcoming active IPE Activities/Sessions that you have signed up for.								
Id	Code	Name	Level/Points	City	Location	Session Date/Time	Facilitator	Actions
152	PainMgmt1-2014	Interprofessional Pain Management Module I	Exposure/45		Chemical & Biological Engineering Building	January 15, 2014 From 05:30 PM to 07:00 PM	IPE Facilitator, Staff	<a href="#">Activity Summary</a> <a href="#">Session Schedule</a>
152	PainMgmt1-2014	Interprofessional Pain Management Module I	Exposure/45		Chemical & Biological Engineering Building	January 22, 2014 From 05:30 PM to 07:00 PM	IPE Facilitator, Staff	<a href="#">Activity Summary</a> <a href="#">Session Schedule</a>

## 2B. DE-REGISTERING FOR AN ACTIVITY

To de-register from an activity, you would go through the same steps as you would to register. Instead of a Sign-Up link, there will be a De-Register link.

Term: 2014    Activity: Interprofessional Pain Management Module I

Legend: Your Appointment Full Availability Some Availability Survey to Complete No Availability

January 2014

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Tip: Click on any day of any week in the calendar above to view the schedule/book your session for that week or click one of the links below to navigate directly to a week that has availability:  
[W/O 13-Jan-2014](#)  
[W/O 20-Jan-2014](#)

Monday Jan 13	Tuesday Jan 14	Wednesday Jan 15	Thursday Jan 16	Friday Jan 17
		<div>SessionId: 168 Dates/Times: Part 1 - Jan 15 (5:30-7:00PM) Part 2 - Jan 22 (5:30-7:00PM) Locality: UBC Location: Chemical &amp; Biological Engineering Building Facilitator: IPE Facilitator (Staff) Credit: Exposure Points: 45 Seats Max: 40 Seats Taken: 21  Note: This session is limited to the following Disciplines(Signed-Up/Max): Medicine(7/10), Audiology(0/10), Counseling Psychology(0/10), Dental Hygiene(1/10), Dentistry(0/10), Dietetics(0/10), Genetic Counselling(0/10), Midwifery(0/10), Nursing(6/10), Occupational Therapy(4/10), Pharmacy(2/10), Physical Therapy(0/10), Social Work(1/10), Speech Language Pathology(0/10) <b>De-register</b> Contact Administrator</div>		

## 2C. OPEN ACTIVITIES

The Open Activities list provides a list of activities for you to track your interprofessional learning. This list includes both upcoming and past activities.

You can check off any activities that you've already completed in the past in this section the by clicking the **"Note my Participation"** link to earn IP points. This section does not require any registration through the passport.

Once you have clicked on **"Note my Participation"**, it will change to "I've Participated". You may only note your participation once.

### Open Activities

These activities do not require pre-registration. To claim your points, please click on **Note My Participation** after completing the activity. Points will take some time to appear on your Passport transcript. Activities that have a check-mark indicate you have already noted your participation for that particular activity. Please contact the Passport Administrator, [chd.passport.admin@ubc.ca](mailto:chd.passport.admin@ubc.ca) if you have any questions or concerns regarding your participation.

Filter by Activity Type:

Activity/Event Name	Activity Type	Level/Points	Activity Summary	Participation
CHIUS and Positive Living Community Kitchen Program (Jan-Mar 2014)	CHIUS	Exposure/35	<a href="#">Activity Summary</a>	<input checked="" type="checkbox"/> I've Participated
CHIUS Executive Members	CHIUS	Immersion/60	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
CHIUS: Positive Living Community Kitchen Program (Sept-Nov 2013)	CHIUS	Exposure/35	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
CHIUS: Positive Living Diabetes Workshop	CHIUS	Exposure/30	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
CHIUS: Positive Living Mental Health Workshop	CHIUS	Exposure/30	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
CHIUS: Vancouver Native Health Evening Youth Clinic	CHIUS	Exposure/35	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
CHIUS: VNH Community Dinner Night for the Youth	CHIUS	Exposure/30	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
Clinical Placement Activity 1	Placement/Practice-based activity	Exposure/10	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
Clinical Placement Activity 2	Placement/Practice-based activity	Exposure/10	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
Clinical Placement Activity 3	Placement/Practice-based activity	Exposure/10	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
GF Strong Rehabilitation Centre Clinic	Placement/Practice-based activity	Immersion/50	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
Health Care Team Challenge audience member with a structured reflection	Event	Exposure/40	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
Health Care Team Challenge audience member without a structured reflection	Event	Exposure/30	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
Health Care Team Challenge Team Participant	Event	Immersion/50	<a href="#">Activity Summary</a>	<input checked="" type="checkbox"/> I've Participated
Health Mentors	Community Service Learning	Immersion/65	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>
Healthcare Travelling Roadshow	Community Service Learning	Immersion/45	<a href="#">Activity Summary</a>	<a href="#">Note My Participation</a>

## NOTES MY PARTICIPATION

After noting your participation, the Passport Administrator must verify their completion before points are awarded to students. Once verified, points will be visible on your IPE transcript.

The screenshot displays the 'Interprofessional Education Passport' web application. The header includes the UBC logo, the tagline 'a place of mind', the text 'THE UNIVERSITY OF BRITISH COLUMBIA', and 'College of Health Disciplines'. A navigation bar contains links: Home, About Us, IPE Requirements, List of IPE Activities, IPE Activity Application, My Sessions, My Profile, and Contacts. Below the navigation bar, a breadcrumb trail reads 'Home » Record Participation in External IPE Activity »'. A 'Welcome Back!' message with a padlock icon and a 'LOGOUT' button is shown. The main content area is titled 'Recording Your Participation' and features a green confirmation message: 'You have successfully indicated your attendance/participation in the HIP (Health Interprofessional) Mixer 2013 activity/event. Once the activity administrator has confirmed your participation, your IPE points will be added to your Passport total.' The footer contains contact information for the College of Health Disciplines, including a phone number, fax, email, and physical address, along with a copyright notice for The University of British Columbia. A dark blue footer bar at the bottom contains links for Emergency Procedures, Accessibility, Contact UBC, and Copyright.

UBC a place of mind THE UNIVERSITY OF BRITISH COLUMBIA College of Health Disciplines

# Interprofessional Education Passport

college of Health Disciplines

Home About Us IPE Requirements List of IPE Activities IPE Activity Application My Sessions My Profile Contacts

Home » Record Participation in External IPE Activity »

Welcome Back! LOGOUT

## Recording Your Participation

*You have successfully indicated your attendance/participation in the HIP (Health Interprofessional) Mixer 2013 activity/event. Once the activity administrator has confirmed your participation, your IPE points will be added to your Passport total.*

UBC a place of mind THE UNIVERSITY OF BRITISH COLUMBIA College of Health Disciplines #400 - 2194 Health Sciences Mall Vancouver, B.C. Canada V6T 1Z3 tel (604) 827-3342 | fax (604) 822-2495 | e-mail [chd.passport.admin@ubc.ca](mailto:chd.passport.admin@ubc.ca) © The University of British Columbia, all rights reserved.

Emergency Procedures | Accessibility | Contact UBC | © Copyright The University of British Columbia

### 3. IPE TRANSCRIPT

#### View of IPE Transcript:

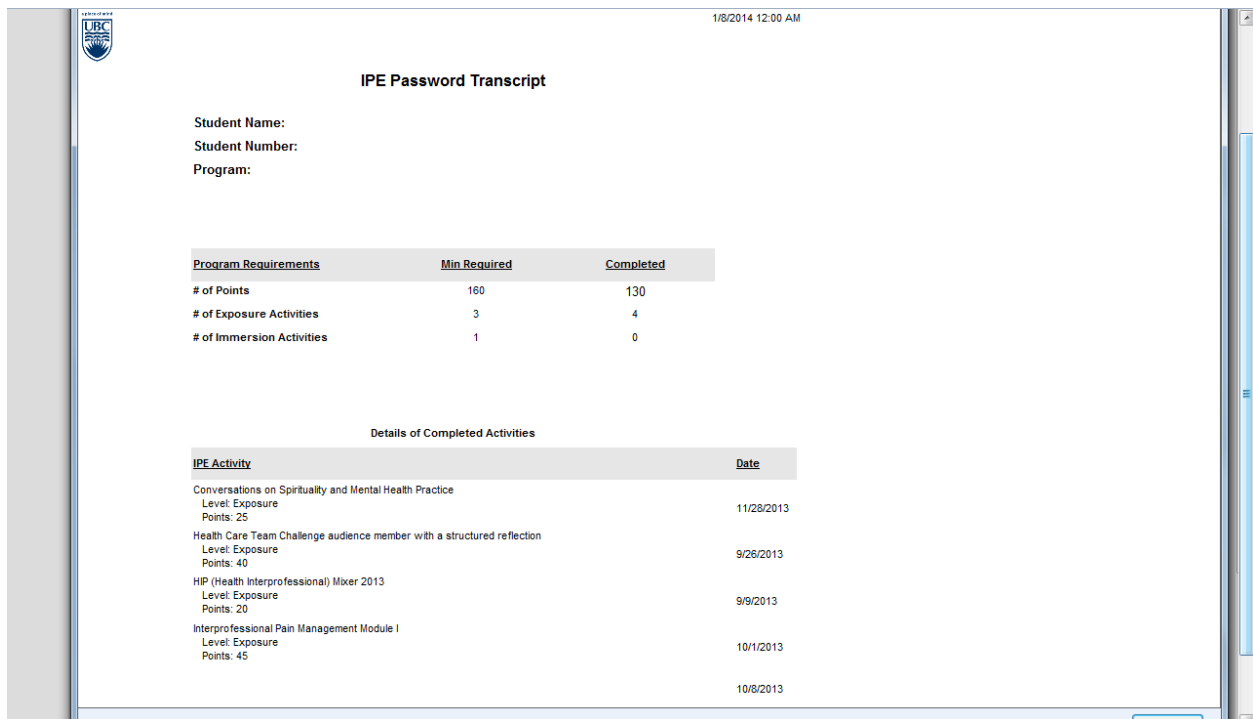
The transcript can be accessed by clicking on: **My Profile tab**. Then click on the **Transcript Report** link on the left.

The screenshot displays the 'Interprofessional Education Passport' website. The top navigation bar includes links for Home, About Us, IPE Requirements, List of IPE Activities, IPE Activity Application, My Sessions, My Profile, and Contacts. The 'My Profile' tab is selected. Below the navigation bar, a 'Welcome Back!' message with a 'LOGOUT' button is visible. On the left side, under 'Quick Links', the 'Transcript Report' link is circled in red. Other links include 'Certificates' and 'Change Password'. A note at the bottom left states: 'Note: Please ensure your browser allows pop-ups from this website/page in order to access your'. The main content area is titled 'User Profile' and contains a form for updating profile information. The form includes fields for Student Number, First Name, Last Name, Home Phone, Work Phone, Cell Phone, Address 1, Email, and LoginID. A checkbox option is available: 'I would like the IPEMANAGER not to display my name and program of study together on any information screen.' with a help icon and the text 'What does this mean?'. Instructions at the top of the form state: 'If you wish to make changes to your profile information, click the Edit button at the bottom of this form. (Note: If you wish to change your password, please use the Change Password function.)'

On the transcript, students can check:

- The number of points required for completion
- The number of exposure and immersion activities required to complete
- The number of points earned to date
- The number of exposure and immersion activities completed
- Activities that have been awarded points

The transcript only shows completed activities that have been approved. Students are able to print or download their transcript.



1/8/2014 12:00 AM

**IPE Password Transcript**

Student Name:  
Student Number:  
Program:

<u>Program Requirements</u>	<u>Min Required</u>	<u>Completed</u>
# of Points	160	130
# of Exposure Activities	3	4
# of Immersion Activities	1	0

**Details of Completed Activities**

<u>IPE Activity</u>	<u>Date</u>
Conversations on Spirituality and Mental Health Practice Level: Exposure Points: 25	11/28/2013
Health Care Team Challenge audience member with a structured reflection Level: Exposure Points: 40	9/26/2013
HIP (Health Interprofessional) Mixer 2013 Level: Exposure Points: 20	9/9/2013
Interprofessional Pain Management Module I Level: Exposure Points: 45	10/1/2013
	10/8/2013

#### 4. CALENDAR OF EVENTS

The Calendar of Events is found on the Homepage, where anyone is able to view scheduled IPE Activities. However, you must have a Passport account in order to register for an activity.

**Scheduled Events**

Click on the Day-of-Week # link at the top of any Day's Calendar Cell to select that day/week and to list all events for the Day below the calendar.

<< January 2014 >>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 ■ 5:30 PM - 7:00 PM (Chemical & Biological Engineering Building) Interprofessional Pain Management Module I	16	17	18
19	20	21	22 ■ 5:30 PM - 7:00 PM (Chemical & Biological Engineering Building) Interprofessional Pain Management Module I	23	24	25

#### 5. CONTACT US

Email: [chd.passport.admin@ubc.ca](mailto:chd.passport.admin@ubc.ca)

Phone: 604-827-3342

College of Health Disciplines, University of British Columbia  
400-2194 Health Sciences Mall  
Vancouver, BC  
V6T 1Z3