Interprofessional Project Administration Team: 
Role Responsibilities

**Project Director:**
- Administrative Oversight & Work Plan Implementation
- Reporting & Budget Management
- Partner Engagement
- Student Matches

**Project Coordinator:**
- Clinical Operations
- Interprofessional Education (IPE)
  - Development with Interprofessional students
  - D2L & Qualtrics operations
  - Data monitoring and coordination

**Project Assistant:**
- **Project Meeting Coordination:** Invitations with agendas and minutes, attendance tracking and meeting follow-up as needed
  - Executive Team Meeting
  - Project Team Meeting

**Data tracking and reporting**
- **IUHP Student Roster**
  - Coordinated with IUHP & CNC Directors and TTSTA Partner Administrators
  - Monitor completion of Student Rosters for all students engaged in IUHP or CNC learning experiences
  - Identification of all students engaged in TTSTA activities or services

- **TTSTA Staff Roster**
  - Monitor completion of Staff Rosters for all Staff engaged in TTSTA activities or services

- **Interprofessional Education (IPE) Modules D2L & Qualtrics** (beginning with Summer 7/5/16 to 8/18/16)
  - Monitor student and staff participation each semester or specific learning rotation
  - Generate Qualtrics reports at midterm and end of each semester

- **Meetings: Dates, Length, Content, Participants and Attendance**
  - Executive Team Meeting
  - Project Team Meeting
  - Care Team Meetings
  - Clinical Conference (Care team huddles during care delivery)
  - Staff/Student Development

- **TTSTA Activities: Monthly event/activities tracking**
Coordinate reporting of Project Director and Project Coordinator
Procure TTSTA activity information from Partners

Volag: Health Care Utilization Surveys - manage Scantrons and data
Monthly New Arrivals and Settled Immigrants Reports

Project Reporting Support: assist as needed with submissions of required Cooperative agreement reports
Non-competing Continuation (NCC) report (due in March)
Annual Performance Report (due near July 31)
Uniform Data System (UDS) Report (due in Spring)

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