



Chapter Development Guide

Hello Prospective Chapter!

Thank you for taking an interest in NaHSSA. The following document is meant to act as a “preliminary guide” for prospective NaHSSA chapters. This guide will provide you with *what you will need to know*, *what you will need to provide* and *those who can support your bid to start a NaHSSA chapter*.

Please read through the entire document. If you have any questions, please feel free to email them to vpchapterdevelopment@nahssa.ca.

Sincerely,

Luciano Di Loreto, (Hons) BSc.
VP Chapter Development
vpchapterdevelopment@nahssa.ca

General Information

As you may already know, the National Health Sciences Students' Association (NaHSSA) was established in 2005 and is the first national interprofessional student association in the world. NaHSSA is a network of local university and college-based chapters that promote interprofessional education and practice within Canada. NaHSSA enables students to advocate for and learn from this form of education through social networking and leadership opportunities.

NaHSSA is an "association of associations" that is currently composed of health sciences students from 20 university and college-based chapters and 3 additional schools across Canada, including of 20 different health and human service professions.



National Health Sciences Students' Association
L'Association des Étudiants des Sciences de la Santé du Canada

400 - 2194 Health Sciences Mall
Vancouver, BC, Canada V6T 1Z3

Tel: 604.822.5571
Fax: 604.822.2495
www.nahssa.ca

Our Chapters

University of Alberta Health Sciences Students' Association
University of British Columbia Health Sciences Student's Association
Calgary Health Interprofessional Students (CHIPS)
Dalhousie University Health Sciences Students' Association
Université Laval, Regroupement des Associations d'Étudiantes et Étudiants en Sciences de la Santé
Laurentian University, I.M.P.A.C.T.
McGill University Health Sciences Students' Association
McMaster University Interprofessional Student Council
University of Manitoba
Université de Montréal
New Brunswick (Saint John) Health Sciences Students' Association
Newfoundland and Labrador Health Sciences Students' Association
University of Ottawa Health Sciences Campus Organization
Queen's University Health Sciences Students' Association
University of Saskatchewan Health
Sciences Students' Association
Université de Sherbrooke
University of Toronto Interprofessional Healthcare Students' Association
University of Waterloo
London Interprofessional Healthcare Students' Association (University of Western Ontario and Fanshawe College)
University of Victoria Health Sciences Students' Association

Individual students and faculty from the following three schools are involved in this association:

George Brown College
University of Northern British Columbia
York University

Mission Statement

NaHSSA promotes patient-centered practice and teamwork through interprofessional education in order to respond to the evolving health care needs of Canadians. NaHSSA works actively with its chapters, students, and faculty to promote the attitudes, behaviours, and skills conducive to collaborative team-based care.



How to start a NaHSSA Chapter?

In order to start a NaHSSA chapter you will need to do some investigative work first!

Step A: Things to investigate

- 1) Check that your institution does not already have a NaHSSA chapter.
- 2) Find out how many students would be interested in starting the chapter.
- 3) Find out which health and service students would be included in the chapter.
- 4) Find out if your institution has any interprofessional faculty.
- 5) Contact NaHSSA's VP Chapter Development with all the information and express your interest in starting a NaHSSA chapter.

Step B: Things to do

- 6) VP Chapter Development will arrange a teleconference with you. He/she will answer any of your questions and will provide you with additional NaHSSA information.
- 7) At this point, the executive may approve your chapter bid.
- 8) It will be recommended that your chapter hosts elections and that the executive writes a constitution (below)
- 9) You will be asked to pay your annual NaHSSA registration fee of \$100.
- 10) Once this is received, your chapter will be placed on the NaHSSA website.
- 11) Your chapter will be asked yearly to send students to the annual NaHSSA Conference
- 12) Your chapter will have the responsibility of organizing interprofessional events/initiatives for your student body. Examples to be provided.



*****SAMPLE CONSTITUTION*****

Constitution and Bylaws of the University of Toronto's Inter Professional Healthcare Students' Association (2008-2009)

Article I: Official Name

Article II: Mission Statement

IPHSA is a non-profit interdisciplinary health professional's student group committed to:

- Advocating interprofessional awareness among disciplines dedicated to healing
- Facilitating collaboration and communication among health care students and health care community (community is defined in Appendix I)
- Coordinating communication between all healthcare disciplines recognized by *IPHSA* (As defined in Appendix I) and student-led IPE initiatives
- Ensuring equal representation of all recognized health care disciplines
- Please refer to Appendix III Figure 1

Article III: Membership

Members

- All students in disciplines recognized by *IPHSA* are automatically members
- Members are entitled to attend and IPE general assembly meetings and student-lead events (i.e., academic, social ect..) and have the ability to run for and nominate executive officers.
- Each *IPHSA* executive member will receive one vote, and each discipline will receive one vote, represented by the IPE rep(s).
- Non-recognized disciplines may join at the discretion of the current voting membership. Once accepted, all students of this discipline will automatically become members, and will be entitled to the same rights as all other recognized disciplines.



Termination and Transfer

- Termination and transfer may occur in the case of a student withdrawal, suspension or expulsion from the institution at which they were they were enrolled
- Termination and transfer may occur in the case of a member of the Executive Committee resignation, impeachment or dismissal for any reason decided from the Executive Committee body.

Article IV: Executive Committee

The Executive Committee shall:

- Be composed of six elected executive officers and two IPE representatives from each recognized discipline (refer to Appendix I for recognized disciplines)
- Have less than half its members from any single health care discipline

Role of Executive Committee members:

- To carry out the mission statement by planning, promoting and implementing IPE events
- To maintain communication with the IPE office

Election:

- There will be six elected executive offices: president, Vice-President of Administration, Vice-President of Outreach, Vice-President Finance, Vice-President of Education and Vice-President of Social.
- Should an IPE rep be elected for an executive officer position during their incumbent year, it is their responsibility to replace their previous position with someone from their discipline.
- Elections will be a closed-vote and shall be held no later than September 30th of each year
- An elected position will be won by gaining the most votes from the Executive Committee (one vote from each executive officer and one vote from each IPE Discipline Rep for a potential total of 28 votes will be recognized)
- Votes will be counted by all members of VP Outreach sub-committee who are not running for an executive position
- If an executive officer or IPE Discipline Rep is running for an executive position, they are not permitted to vote for that position
- In the event of a tie, the executive committee will discuss the merits of each candidate and vote again until majority votes are achieved

Other Executive Positions:



- It is the responsibility of each recognized discipline to elect two IPE representatives to the executive committee.
- It is preferable that these IPE representatives be junior and senior for continuity purposes with the junior position carrying over to the senior position.

Article V: Committee Meetings

Executive Meetings:

- Executive meetings will be scheduled by the President of IPHSA. Frequency will be based mainly on the need to discuss Association issues and shall occur no less often than once every 6 weeks
- Executive meetings will be generally informal but will follow the agenda set out by the President prior to the meeting
- Robert's Rules of Order will be enforced in the event of a disorganized discussion

Meetings of General Members:

- Will be held in order to inform general members of Association activities and to seek input from general members
- Will be held no less than once per academic term (Term 1 - September to December; Term 2 - January to May)
- Will be organized by the President
- Shall follow the agenda, as laid out by the President prior to the meeting
- Will follow Robert's Rules of Order

Article VI: Amendments to By-Laws

- An amendment to these By-Laws rests with the general voting membership.
- Any constitutional proposal must be accompanied by at least 5 signatures endorsing that proposal. The signatures can be from any voting members.
- A constitutional proposal shall be considered an amendment if it is supported by 2/3's of the voting membership

APPENDIX I: Definitions

Association: Refers to the *Inter Professional Healthcare Students' Association*.



National Health Sciences Students' Association
L'Association des Étudiants des Sciences de la Santé du Canada

400 - 2194 Health Sciences Mall
Vancouver, BC, Canada V6T 1Z3

Tel: 604.822.5571

Fax: 604.822.2495

www.nahssa.ca

Non-profit: All IPHSA funds will be from fundraising initiative and from charitable donations. Funds will be invested to run IPHSA interdisciplinary health promotion initiatives. All funds will be managed by the Association Treasurer, and co-signed by the Association President.

Health Care students: healthcare students is defined as students of IPHSA recognized disciplines including: Nursing, Dentistry, Medicine, Pharmacy, Medical Radiation Science, Physiotherapy, Occupational Therapy, Speech Language Pathology, Social Work, Physical Education, Chiropractic, and any future recognized disciplines

Healthcare community: consists of students, staff, faculty, instructors, and alumni of the recognized discipline as well as individuals, association and organizations dedicated to enhancing the well being, health and quality of life of patients/clients.

NAHSSA: National Health Science Students' Association

IPE: Interprofessional Education

Communication: Internal and external

Advocacy: importance of IPE, faculty support, resources

Representation: equal representation of all health disciplines

Sustainability: ensure group can transition to future years

Participation: all members of recognized disciplines

Responsibility: accountability of executive committee

Flexibility: adapting to changes over time

APPENDIX II: Description of Role and Duties of Executive Committee Members

President:

- Call and moderate meetings
- Keep track of on-going events
- Co-signs funds with VP finance
- Provide leadership and direction
- Oversee elections
- Maintain contact with director of IPE office
- Attendance at UTSU and/or applicable university meeting
- Responsible for maintaining up-to-date portfolios containing contacts and resources for all committees
- Assume the position of past president upon completion of term in office

Past President:

- Advise the new IPHSA executives upon completion of term in office

VP-Administration:

Heads committee consisting of themselves and 2 IPE reps responsible for the following:

- Maintaining the association's email
- Communicates with the executive
- Taking minutes at meetings and distribution of minutes
- Responsible to development and upkeep of website
- Creation and maintenance of association contact information

Vice-President of Finance:

Heads committee consisting of themselves and 2 IPE reps responsible for the following:

- Moderate fundraising
- Maintain contact with IPE office manager
- Oversee IPHSA funds and budgeting; will present statement of finances every 4 months to IPHSA Executive Committee
- Co-sign financial documents with President



Vice-President of Out-Reach

Heads committee consisting of themselves and 8 IPE reps responsible for the following:

- Communicate with other interdisciplinary health profession student groups
- Liaise with NAHSSA, other NAHSSA chapters
- Identify opportunities to cooperate with other interdisciplinary health profession groups including but not exclusive to Health users Groups at Gerstein (HUGG), the premed society, and any other future recognized groups and associations
- Coordinates counting of elections votes and delivery of decision
- Advocate and collaborate with IPE related offices in the healthcare community
- Represent the association at events including but not exclusive to UTSU Clubs Day, UofT Discovery Day and the different recognized disciplines' orientation events

Vice-President of Education:

Heads committee consisting of themselves and 22 IPE reps responsible for the following:

- Coordination and promotion of case studies, workshops and other educational events on interdisciplinary topics/issues offered by this association and/or the healthcare community (**number of events like**)
- Be aware of IPE case studies, work-shops on interdisciplinary topics/issues offered by other IPE groups, and extend an invitation to IPHSA students to attend
- Oversee coordination of Interfaculty events such as Pain Week, TEAM WORK (first year IPE event in October) and any other future recognized IPE events

Vice-President of Social Programs:

Heads committee consisting of themselves and 10 IPE reps responsible for the following:

- Organize and promote an introductory IPE event before the end of October
- Organize and promote a minimum of 5 non-academic social events such as a wine and cheese reception, badminton tournament, movie night, pub crawl and bowling night to offer a sufficient range of events for differing member interests

IPE Discipline Representatives:

- Responsible for advocating and communicating IPE initiatives to all students in their respective discipline
- Responsible for attending and representing their discipline at executive meetings
- Responsible for representing their discipline and participating in the initiatives of the Education Committee
- Required to participate on second committee chosen at the discretion of the individual IPE Discipline Rep (Refer to Appendix 3 for available positions)

- Should interest in one committee exceed the available number of positions, a lottery system will be used to determine which IPE Discipline Reps will participate in that committee
- Voting privileges are shared between the two IPE Discipline Reps from each discipline, except in the event of electing executive officer(s) where they will each get an individual vote
- Responsible for participating in the Inter Faculty Curriculum Council (IFCC)

APPENDIX III: Visual Representation of Goals and Structure of IPHSA

Figure 1: Goals of IPHSA to achieve mission statement

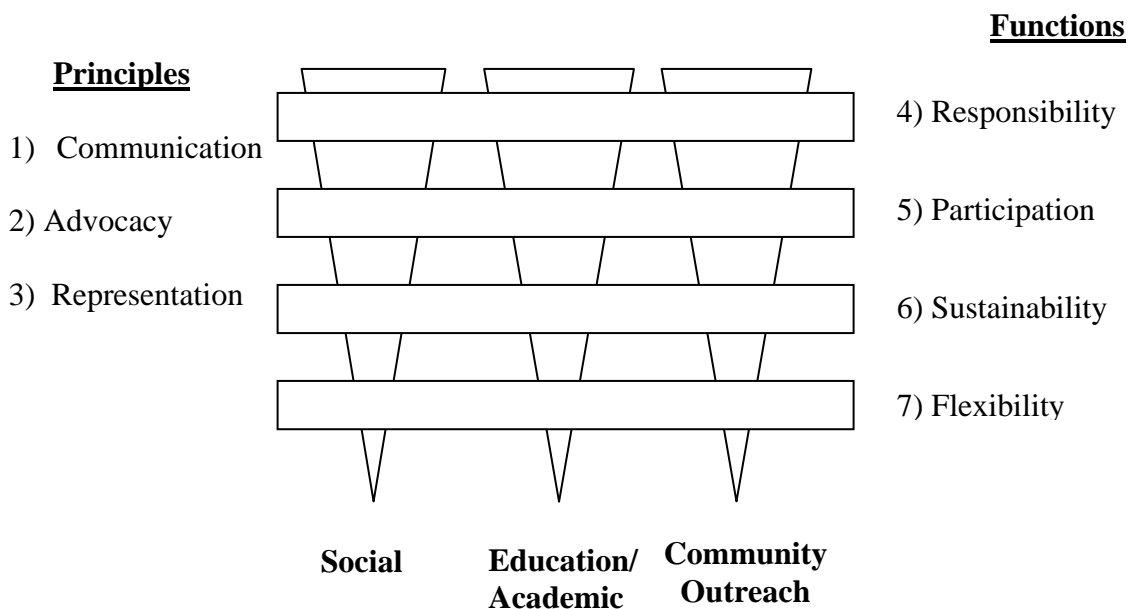
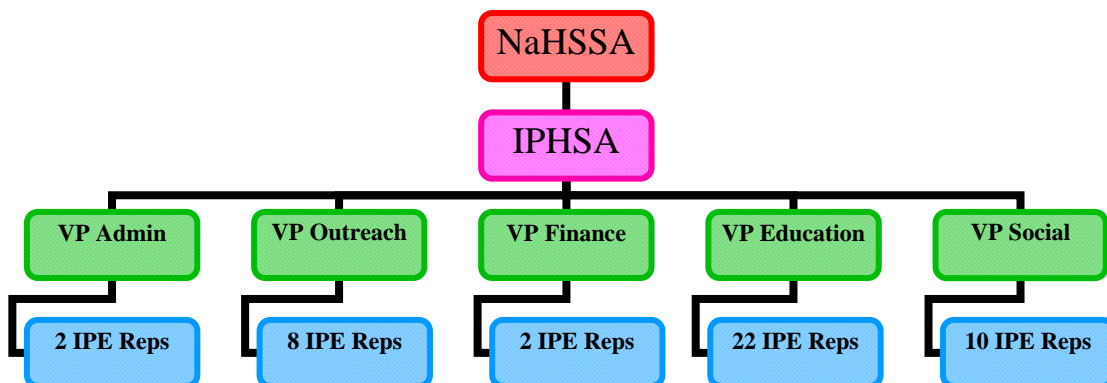


Figure 2: Structure of IPHSA to achieve goals





National Health Sciences Students' Association
L'Association des Étudiants des Sciences de la Santé du Canada

400 - 2194 Health Sciences Mall
Vancouver, BC, Canada V6T 1Z3

Tel: 604.822.5571

Fax: 604.822.2495

www.nahssa.ca

“There’s no place in a team to say ‘it’s not my job’”
~ Inspirational Quote of the Day (compliments of Sean)