

## Interprofessional Education (IPE) through CACHE

This extracurricular program is offered by the Centre for Advancing Collaborative Healthcare & Education (CACHE). This program supports students to develop collaborative team-based skills to practice effective spiritual care in healthcare settings. It enables students to build interdisciplinary knowledge, skills and relationships to work in the complex dynamics of multi-service healthcare contexts. Participation is strongly recommended for students seeking to serve in health care contexts.

Seats in the IPE program are limited. Allocation of places is on a first-come-first served basis of eligible students within the individual college quota.

## Requesting Registration in the IPE program through CACHE

This optional extracurricular program, offered by the Centre for Advancing Collaborative Healthcare & Education (CACHE) – a strategic partnership between the University of Toronto and the Toronto Academic Health Science Network – and limited spaces are available to TST students registered in the MPS program at Emmanuel and Knox colleges.

It enables students to build interdisciplinary knowledge, skills and relationships to work in the complex dynamics of multi-service healthcare contexts. Participation is strongly recommended for students seeking to serve in health care contexts.

Students take learning modules alongside students in medicine, nursing, social work, occupational therapy, etc. Each required module is offered remotely (with some in-person options) ranging from 1.5 to 3 hours each. Elective modules provide many options for students to choose from that vary in length and weight. Required and elective modules enable excellent opportunities for building competency in client-focussed interprofessional collaborative care. Students must be actively registered in the MPS program whilst working on the IPE which may be taken over one or two years. Successful completion of the program is recorded on the student's transcript.

**Eligibility:** In order to be eligible to request registration in the IPE program you must be registered in the Master of Psychospiritual Studies (MPS) degree at Emmanuel College or Knox College, be in good academic standing (CGPA of 2.7 or higher), have no indebtedness to the University of Toronto or to TST member colleges, AND have a minimum of two semesters of study remaining in the MPS program from the Fall semester.

Places in the IPE program are limited. Allocation of places is on a first-come-first served basis of eligible students within the individual college quota.

**Cost:** There is a fee of \$350 CDN\* to register in the program. This fee covers the access to the curriculum for up to a maximum of two years. The fee is the same whether the program is completed in one year or two years.

\* This fee is governed by the UofT Policy on Ancillary Fees

## Request to Register Deadline

### Interprofessional Education (IPE) Program

- Request to Register are now being accepted
- Deadline to submit Requests to Register is noon (ET), Tuesday, August 27, 2024

**How to Request Registration:** Requests are submitted directly to TST through an online portal, which is open each Spring for admission to the following Fall semester. Follow the steps below to make your request to register.

### START HERE – General Information

- Approvals to requests to register are subject to meeting all eligibility requirements and the availability of program space.
- Being eligible does not guarantee registration in the program.
- Students whose request to register is approved are required to pay the program fee to their home college by the specified deadline in order to complete their registration. Should an approved student not submit the program payment fees on time, their place in the IPE program will be offered to another student.
- There is no fee to submit a request to register.
- No deferrals of registration will be granted.
- Requests for entrance into the IPE at the mid-point of the academic year (January) are not considered.

### Step 1 – Gather Information

You will be required to provide the following information in your online Request to Register. Please ensure that you have it available BEFORE you start:

- Your official name as it appears on ACORN
- Your Student Number
- Your UTORid
- Your mail.utoronto.ca email address
- The number of credits you will have successfully completed in the MPS program by the end of the summer semester (this includes any advanced standing and transfer credits)
- Your current CGPA in the MPS program

## Step 2 – Complete the Online Request to Register Form

Please ensure that you:

- make note of the application deadline noted at the top of this page.
- click the “Submit” button at the end of the online request prior to the deadline.

[ONLINE REQUEST AVAILABLE BY CLICKING HERE](#)

## Frequently Asked Questions

### **I will complete the courses required for my MPS before the end of the Fall. Can I still register for the IPE program?**

No. If you have or will have completed the 20 credits required for your MPS prior to the end of Fall, you are not eligible to register for the IPE. Students will normally take two years to complete the IPE, however, it can be completed in one year. Due to the scheduling of the curriculum and the work required it is not possible to complete the IPE in one semester.

### **I submitted my Request to Register ahead of the published deadline and I meet the eligibility criteria, but I was not approved to register – why?**

Spaces in the program are limited and each college has a quota of spaces. Requests to Register are considered on a first-come-first served basis. Unfortunately, the number of spaces were filled by eligible students at your home college who submitted their request prior to you. The non-approval to register is not subject to appeal.

### **Is there a waiting list?**

Yes. Each college will maintain a waiting list of eligible students in submission order. Should a student withdraw their request to register or not pay the program fee by the stated deadline, then the next student in line will be given the opportunity to complete registration.

### **What happens if all the spaces allocated to one college are used and students are waitlisted yet not all the places allocated to another college have been used?**

If a college has allocated spaces, but no remaining eligible student who submitted their request to register, by the stated deadline then the space(s) will be made available to other eligible students the order that their complete request for registration was received through the online system.

**I have paid my registration fee but can no longer participate in the program. Can I get my money back?**

Registrants who notify their home college registrar, from their mail.utoronto.ca by the payment deadline that they no longer want/are able to participate in the IPE will receive 100% refund. If the notification is received after the payment deadline but prior to the date by which your details must be submitted to CACHE, then you are eligible to receive 75% refund. After your details have been submitted to CACHE there is no refund. Specific dates are given in the online request to register form – please refer to your copy which was emailed to you upon your submission of the completed form. These dates are also available on the Key Academic Dates.

**I have registered in the IPE, but now I have an approved Leave of Absence (LoA) from the MPS program.**

Upon receiving your approved LoA (normally for one academic year), you must notify your home college registrar that you are a registrant in the IPE program. You must also inform your home college registrar of your registration in the IPE immediately upon your return from the LoA. Your access to the program and time to completion will be frozen until your return from the LoA. Note: If more than one consecutive LoA is taken then re-access is subject to TST's participation in the IPE program and the availability of the required modules.

**My registration in the IPE is not showing in my Academic History on ACORN.**

The IPE is a non-credit extracurricular program and registration is not through ACORN; therefore, it will not show in ACORN while you are registered. However, upon successful completion of the required modules in the IPE program and notification to your college of such by the end of the semester prior to your graduation, the completion of the IPE is recorded on your academic history and will then show on ACORN and your transcript as a CR.

**I submitted my application to my home college but have not heard anything. What should I do?**

Once you submit your application, if you do not receive an email from your home college within 5 business days, please contact your home college Registrar.

Emmanuel College: Wanda Chin [emmanuel.registrar@utoronto.ca](mailto:emmanuel.registrar@utoronto.ca)

Knox College: Shawn Stovell [knox.registrar@utoronto.ca](mailto:knox.registrar@utoronto.ca)

**Where do I make my payment?**

Once your request is reviewed and approved, you will receive payment information and steps from your home college.