***IPCE Activity Role Assignment Definitions:***

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| ***Role Assignment:*** | ***Definition*** |
| Committee Member | An individual or individuals selected to be involved with the planning of an educational activity. Helps evaluate the root causes of the gap or why the gap exists.  |
| Content-Expert – Committee Member | An individual selected to be involved with the planning of each individual activity and is to be considered an expert of the content to be developed for the educational activity. Every planning committee MUST have a content expert.  |
| Faculty/Speaker/Author | The individuals or individuals responsible for teaching, authoring, or otherwise communicating the activity content to learners |
| Lead Planner | An individual that has been identified to lead the development of the educational activity. This role does not have to be a specific profession and can be designated to the individual most qualified to lead the educational activity design.  |
| Proxy | An individual that has been selected to perform administrative duties for the Lead Planner (i.e. Fill out IPCE paperwork, submit IPCE application, etc.) |
| Note: The Planning Committee must include ***at least*** two people\*The committee must be reflective of the target audience that the education is designed for. \*RSS Basic must contain a minimum of two MD content experts, lead planner, and facilitator/moderator. Individuals may serve as more than one role.  |