

**Greater Green Bay Healthcare Alliance  
CLINICAL SUBCOMMITTEE MEETING MINUTES  
Friday, April 13, 2018  
Rasmussen College – 8:30 to 10:00 AM**

**ATTENDEES:** Molly Anderson-BAMC (via phone), Gwen Baumel-Aurora, Karolyn Birr-Efferson-HSHS, Brian Krogh-NWTC, Bill Panella-Rasmussen College, Jessie Pondell-Prevea, JoAnn Swanson-Bellin College, Cindy Theys-NWTC, Cindy Van Dyke-UWGB (via phone), Kelly Verhasselt-Bellin Health, Sherry Willems-HSHS, Julie Williams-Rasmussen College, Debbie Thompson-NWTC

- ✓ **Education reps are asked to please remind instructors to check for co-signing before they leave the floor. After 41 days, documentation can no longer be signed.**
- ✓ **If a preceptor does not agree with a student's assessment, the preceptor needs to correct the student.**

#### **MANDATORY MODULES REVIEW & DISCUSSION OF STANDARDIZED MODULES**

Attendees reviewed and edited the mandatory modules. The website modules will be updated after members conduct a final review and approve the changes. The residents' modules will also be updated to reflect the approved changes.

Efforts are being made to standardize and condense the modules on the eastern side of the state. The level of leading and language used will be considered, as the modules should be readable for all. A group, including an educator, will get together, possibly in Oshkosh. Laura Janssen and Kelly Verhasselt will be part of this group. **Gwen will follow-up with Laura Janssen in this regard.**

#### **ELECTRONIC SIGNATURE POLICIES & LEGALITIES: Confidentiality Agreement & Module Completion Confirmation Form**

This topic was tabled for the 5/11/2018 Clinical Subcommittee meeting.

#### **CLINICAL PLACEMENT SOFTWARE UPDATE**

The Eastern Wisconsin Healthcare Alliance held a meeting on 3/29/2018 in Oshkosh. There is a lot of interest in doing a CastleBranch pilot at Aurora. A summer pilot is not likely, possibly fall. Piloting at Aurora will allow for a comparison with rural health on the western side of the state. Fees need to be considered, as costs are unclear.

The next step is to form an executive committee, allowing for good representation. A lot of members have expressed interest in participating. There is a vested interest in hearing from all of the different schools and employers.

#### **PRECEPTOR/FACULTY REQUEST FOR AN ADDITIONAL GGBHA SKILLS LIST ITEM – JOANN SWANSON**

The question was asked whether a student can document and co-sign breast milk. **JoAnn will follow-up with Laura Janssen as to what category (medication, etc.) breast milk falls under. JoAnn will provide a follow-up at the 5/11/2018 meeting.**

#### **HOSPITALS' ORIENTATION PLANNING**

- Reviewed the updated agenda. The date has been confirmed for Friday, August 17, 2018 at Bellin College.
- A 'Save the Date' will be sent in May. **JoAnn will bring last year's invite to the 5/11/2018 meeting so it can be edited for this year's invite.**
- **Hospital reps will ask their colleagues prior to the 5/11 meeting, 'What is working well with clinical placement? & What changes would you like?', in addition to asking if they would like anything conveyed at the 8/17/2018 orientation.** Their feedback will be shared at the 5/11/2018 meeting.
- Hospitals' Orientation planning will be on the May and June Clinical Subcommittee agendas.

## GGBHA EMPLOYMENT EXPO

The fifth annual Employment Expo was held on 4/12/2018 at the Green Bay Botanical Gardens. There were 55 attendees (40 preregistered, 15 walk-ins), as compared to 113 total attendees in 2017. There were 37 pre-registered no-shows. Two reminder emails were sent to the pre-registrants, not including any reminders sent by the schools. Attendee breakdown per registration forms:

Administrator/Faculty - 3	Health Care Business Services Students – 2	Nursing Grad (program not specified) - 1
ADN Students – 12	Health Care Navigator Students – 2	Nursing Students (program not specified) – 4
Bridge/LPN Student/Grad - 1	Health Care Navigator & Bus. Health Care Mgmt. Student–1	Practical Nursing Students – 7
BSN Students – 3	Health Information Technology Students – 2	Radiography Students – 2
CNA Student - 1	Medical Assistant Students – 2	Respiratory Therapy Student – 1
Dental Hygiene Student – 1	Medical Coding Students – 2	Undecided or Not Specified - 4
Gerontology Student - 1	Medical Lab Technician Students – 3	

17 employers participated at a cost of \$75 each. Fees collected are used to pay the yearly website hosting fee and cover the cost of the Employment Expo venue. Participating employers; Almost Family, Agnesian HealthCare, Aurora Health Care, Bellin Health, BayCare Clinic, Dental Associates, Door County Medical Center, Fox Valley Scribes, Helping Hands Caregivers, HSHS, Massage Envy, Oaks Family Care Centers, Outagamie County HR, Premier Medical Staffing, Prevea Health, Rennes Health & Rehab Centers, and Woodside Senior Communities. Tables were staffed for 'Resume Review' and 'Questions or Next Steps'. Concordia University, NWTC, UWGB and Rasmussen College also hosted tables at the Employment Expo.

The panel session was held from 3:00 to 4:00 p.m. Employers gave interview, application and resume information and tips. Q&A followed. The panel session was well attended and provided excellent information. The job fair was scheduled from 4:00 to 5:30 p.m. By 4:45 the job fair ended, as the vast majority of attendees had left.

Many students already have jobs when they graduate. The low unemployment rate also contributes to the declined Employment Expo registrants. College/university program enrollments have overall declined. The organizing committee will have a follow-up meeting to discuss possibly changing the format to a career exploration event, an effort to get students interested in pursuing a healthcare career. This could include a panel discussion, followed by a networking event. Bill Panella will request employer feedback from those who participated. Bill will give a follow-up at the 5/11/2018 Clinical Subcommittee meeting.

## NEXT MEETING DATE/TIME/AGENDA

The next meeting of the GGBHA Clinical Subcommittee will be on **Friday, May 11, 2018 at Rasmussen College, 8:30 to 10:00 a.m.** Agenda:

- ✓ Clinical Forms Review (Standing Agenda Item)
- ✓ Electronic Signature Policies & Legalities (Confidentiality Agreement & Module Completion Confirmation Form) - Gwen Baumel
- ✓ Clinical Placement Software Update
- ✓ Skills List Item & Addition: Central Lines – Brian Krogh & Breast Milk – JoAnn Swanson
- ✓ Hospitals' Orientation Planning & Feedback – **Hospital reps: Please ask your colleagues prior to the 5/11 meeting, 'What is working well with clinical placement? & What changes would you like?', in addition to asking if they would like anything conveyed at the 8/17/2018 orientation.**
- ✓ Employment Expo Employer Survey Results – Bill Panella
- ✓ Schedule the next meeting date and set the agenda.
- ✓ **The Rasmussen College Advisory Board will follow the 5/11 meeting. Members are welcome to attend.**