

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

**ATTENDEES:** Gwen Baumel-Aurora, Dawn Boettcher-Rasmussen College, Karolyn Efferson-HSHS, Laura Janssen-Aurora (via phone), Brian Krogh-NWTC, Jessie Pondell-Prevea, Stephanie Stewart-Bellin College, JoAnn Swanson-Bellin College, Cindy Theys-NWTC, Cindy Van Dyke-UWGB (via phone), Kelly Verhasselt-Bellin, Debbie Thompson-NWTC

**ELECTRONIC SIGNATURE POLICIES & LEGALITIES: CONFIDENTIALITY AGREEMENT & MODULE COMPLETION CONFIRMATION FORM – GWEN BAUMEL**

Gwen will further review with legal counsel for clarification and report back.

**CLINICAL PLACEMENT SOFTWARE UPDATE**

- Laura Janssen had one demo and will continue to work with Ashley (CastleBranch rep).
- Laura raised the concern with CastleBranch that when clinicals overlap, there is no way for the system to tell you there is an overlap or competing time. This notification needs to be one of the main functions.
- JoAnn Swanson shared that Bellin College's administrative assistants have concerns that the system will be cumbersome and open to error with its many pieces. There is also the issue of data vulnerability and who sees it.
- With the idea of uniformity amongst users, who will be in charge?
- The cost to students is still a concern.
- Laura is working to meet with Oshkosh reps in an effort to standardize the modules.

**NEXT STEPS**

- ✓ Bellin College will be conducting one piloted unit with Aurora for fall 2018. Ashley will be getting in touch with JoAnn.

**CLINICAL INSTRUCTOR'S ORIENTATION PLANNING**

- JoAnn will send out the invite next week. **Members are asked to forward the invite to anyone within their organization they feel would benefit from attending.**
- **Update your organization's 2018 PowerPoint slides, sent by Debra Thompson on 6/13/2018, which will be shown at the orientation. Send your PPT slides to Debbie by Friday, July 13.**
- **Send Debbie the speaker names and their titles for the agenda by Friday, July 13.**
- **Members are encouraged to let Gwen Baumel know of any additional items that should be covered.**
- The event is an excellent networking opportunity. Invites can include instructors, nurse managers and leaders.
- The GGBHA website will be shown. Attendees will be reminded/informed about the various forms, including the affiliation verification and placement request forms. They will be shown where the modules are and reminded to review them annually.
- Cindy Theys will also discuss NWTC's Medical Assistant Program expansion.

**DOCUMENTATION IN NURSING CARE – JOANN SWANSON & PRECEPTED CLINICAL INVASIVE PROCEDURE GUIDELINES – JOANN SWANSON**

See JoAnn's proposed edits, highlighted in red, in the attached Preceptor Handbook. The handbook will be reviewed at the 8/10/2018 Clinical Subcommittee meeting. JoAnn is unable to attend this meeting.

**NEXT MEETING DATE/TIME/AGENDA**

The next meeting of the GGBHA Clinical Subcommittee will be on **Friday, August 10, 2018 at Rasmussen College, 8:30 to 10:00 a.m.** There will not be a July meeting. Agenda:

- ✓ Electronic Signature Policies & Legalities: Confidentiality Agreement & Module Completion Confirmation Form (further clarification) – Gwen Baumel
- ✓ Hospitals' Orientation Planning – Finalize Event
- ✓ Preceptor Handbook Review (*Standing Agenda Item*)
- ✓ Clinical Placement Software