



## **Clinical Subcommittee Meeting**

**Via Conference Call**

**Thursday, July 25, 2013**

**8:30 a.m.**

### ***Minutes***

**Attendees:** Julie Baeten, Lisa Baeten, Gwen Baumel, Karen Bialbcik, Tracie O’Connell, Kathie Ruhbusch, JoAnn Swanson, Cindy Theys, Ann Franz and Debbie Thompson

Gwen will email the “Student Evaluation of the Clinical Site” form to Debbie Thompson to post on the GGBHA website.

#### **What is the process for obtaining an EPIC access code?**

Students would go through the newly developed EPIC training.

Instructors will follow the same process used in the past to get computer access for students going to a clinical site.

Julie Baeten of St. Mary’s/St. Vincent’s stated instructors train the students. Instructors will need to contact Adam Nichols of HSHS a minimum of one week before students need their access code. Faculty and students would follow the same process – site specific. There is not a training access code.

#### **What is the process for site specific training at HSHS or Bellin sites?**

The site specific information will be reviewed during the initial training. Instructors may review the site specific at the sites during the general orientation to the site.

HSHS students can have access to a computer during orientation to see the flow of charting. There will be an onsite orientation when faculty originally bring students to an HSHS site. Students will review the site specific resource guides during their onsite training.

Instructors are able to reserve an onsite training room at HSHS sites. Email Tracie O’Connell ([tracie.oconnell@hshs.org](mailto:tracie.oconnell@hshs.org)), Lisa Baeten, or Mia Lee to reserve a training room.

Contact Sharon Gerrits ([sager@bellin.org](mailto:sager@bellin.org)) of Bellin in regard to their computer lab availability for students.

#### **Where will training materials be stored?**

Karen Bialbcik reported the EPIC training materials consist of the following.

- Three Resource Guides (*Each resource guide is one to two pages.*)
- One Document of Four Case Scenarios (*The scenarios are contained in one, ten page document.*)
- Training Packet Manual (*17 Pages*)

Karen stated that no “screen shots” were included in the materials due to ownership by EPIC.

Ann will look into storing the training materials, as password protected, on the GGBHA website. **UPDATE:** Infinity Technology can password protect the training materials at a one-time cost of \$250. This feature would allow for viewing of the materials, but only the administrator can update them on the website. This option will be investigated further.

There will be a backup plan if the subcommittee decides to not have a password protected page on the website for the training materials. Cindy Theys offered to house the training packets master at NWTC.

Colleges and universities will need access to the training materials. It was noted that there are not a lot of differences in the site specific resource guides. Students will be given a hard copy of the resource guides to consult for EPIC differences. The instructor who is orienting the students to the site will review the resource guides with the students. A training room at the site may be available by reservation for this purpose.

At the September 19 clinical meeting, the subcommittee will evaluate the effectiveness of the EPIC training process and make any needed changes. Dates of site EPIC upgrades will also be discussed at the next meeting.

**What is the plan for faculty training with EPIC updates?** Gwen suggested providing one or two training sessions for faculty in October, when the updates will most likely be done. Demos or webinars could be part of this training. This will be discussed at the September 19 clinical subcommittee meeting.

**Who is the owner of the site specific training tools?** The core group who developed the materials will be the owners of the site specific training tools. Karen, Brian, Michelle, Mary Thomas, and Connie of Bellin College are the core training team members and will make any changes to the materials. One individual will not be making changes to the training tools. It will be a group effort.

Suggestions can be emailed to the core team. Gwen will email a reminder to collect any comments or suggestions in regard to training and bring them to the September 19 meeting.

**The next meeting of the GGBHA clinical subcommittee will be held on Thursday, September 19 at Rasmussen College from 8:30 – 10:00 a.m. The core training team members will be asked to attend this meeting.**