



**Clinical Subcommittee Meeting Minutes**  
**Friday, August 22, 2014**  
**Rasmussen College – 8:30 a.m.**

**ATTENDEES:** Cheryl Anema-Rasmussen College, Julie Baeten-HSHS, Gwen Baumel-Aurora, Karen Bialcik-College of Menominee Nation, Jennifer Endries-Rasmussen College, Sharon Gerrits-Bellin Health, Patrice Hutzler-Rasmussen College, Katie Olp-Rasmussen College, Rebecca Smith-Rasmussen College, Cindy Theys-NWTC, Mary Thomas-Aurora, Karen Van Beek-Bellin College, Cindy Van Dyke-UWGB, Julie Williams-Rasmussen College, Kimberly Williams-Rasmussen College, Ann Franz and Debbie Thompson-NWTC

Who	Topic	Decisions/Next Steps/Timeline	Lead Accountability
Ann Franz	Clinical Summit	Finalize event details.	Ann Franz
Sharon Gerrits	Infection Control PPT-Slide 56	Remove the text "EMT".	Deb Thompson
Ann Franz	Clinical Summit Thursday, October 9, 2014 7:30 – 11:00 a.m. Kroc Community Center	Members and their leaders are encouraged to register. Email <a href="mailto:ann.franz@nwtc.edu">ann.franz@nwtc.edu</a> or call (920) 498-5587 by Thursday, October 2.	All
Mary Thomas	Clinical Subcommittee Meeting Minutes on Website	Move the clinical minutes under the "About Us" tab on the GGBHA website.	Deb Thompson
Sharon Gerrits	Student Evaluation of the Clinical Site Form	Add: "14. If this was a precepted experience, give name of your preceptor(s)." Indicate on the form and website that instructor must return the student completed forms to the facility's coordinator within <b>two weeks</b> of clinical completion.	Deb Thompson
Gwen Baumel	Clinical Site Evaluation of the Student Form	Leader input is needed. The form will be specified for completion by clinical site staff only.	Gwen Baumel
Mary Thomas	New Hires' Requested Additional Student Training	Karen Van Beek will share a couple of established scenarios. Karen Bialcik will consult with the EPIC training team to create some practice scenarios. The goal is to have something in writing by December 31, 2014, with a spring 2015 semester launch.	Karen Van Beek Karen Bialcik and the EPIC Team
Ann Franz	Student Role in EPIC Downtime	Hospital members were asked to email their EPIC downtime policies to Gwen for discussion at the September 24 clinical subcommittee meeting.	Gwen Baumel
Ann Franz	Job Shadow Students/Applicants Having Difficulty on Where to Send Forms	Add links to the Excel contact list on the forms and website. Separate application forms, as needed.	Deb Thompson
Attendees	List healthcare careers on the website. Lighten website background for easier reading.	Add a website page listing healthcare careers. Change website background color to a lighter shade of green.	Deb Thompson

**CLINICAL SUMMIT UPDATE**

Registration recently opened for the October 9 event. 35 people have registered, with a goal of 75 to 100 attendees. Members and their leaders are encouraged to attend the event. Register to [ann.franz@nwtc.edu](mailto:ann.franz@nwtc.edu) or call (920) 498-5587 by Thursday, October 2, 2014. A breakfast will be included. There is no cost to attend the Clinical Summit.

## STUDENT EVALUATION OF THE CLINICAL SITE FORM

This form will be updated to emphasize it is to be completed by **students**. The electronic fill-in and printable versions of this form will be also be edited to include the following: *“14. If this was a precepted experience, please give the name of your preceptor(s).”*

The instructor must return the student completed forms to the healthcare facility’s coordinator within **two weeks** of clinical completion. This deadline will be indicated in a new “Step 3.” Under the “College/University Coordinators” tab of the GGBHA website, in addition to the printable/electronic versions of the form.

## STUDENT CHARTS - CO-SIGNING

Member input was requested regarding missing student documentation co-signs. Mary Thomas suggested that members who experience this consult with EPIC staff to have them build a current report to flag any missing co-signs before a student leaves their shift. Aurora does not require co-signs, as a student must stand on their own, at their level, in the event of litigation. Bellin requires faculty have everything completed before they leave their shift.

## ADDITIONAL STUDENT TRAINING REQUESTS

Mary Thomas reported recent grad, new hires at Aurora were asked what areas they wished they would have had more training as a student. The following areas were identified.

- Admissions and Discharges
- Medication Reconciliation
- Care Plans
- Patient Education
- Physician Orders (acknowledging, completing, receiving)

Karen Van Beek has a couple of established scenarios to share in this effort. Karen Bialcik will consult with the EPIC training team to create two or three scenarios involving a SIMs lab patient. The scenarios will be developed for a specified level of student. Site specific guides can be created. The plan is to have something in writing by December 31, 2014. The scenarios will then be deployed in the spring 2015 semester.

## EPIC DOWNTIME

Faculty was asked as to what students are being taught about their role during EPIC downtime. Students can consult with their instructor and/or preceptor. Gwen requested hospital members email to her their EPIC downtime policies for further clarification of the student role. The policies will be discussed at the September 24 clinical subcommittee meeting.

## JOB SHADOW CONTACTS

Job shadow application contacts will be indicated on the forms and website, as applicants are reportedly unsure where to send the forms. The application will be separated, as not all applicants need to complete the career interest form.

## NEXT MEETING

**The next meeting of the GGBHA clinical subcommittee will be on Wednesday, September 24, 2014 at Rasmussen College, from 8:30 to 10:00 a.m.** Agenda items will include the Clinical Summit, student training scenarios, and EPIC downtime policies for students.

The following are dates of the 2014 GGBHA clinical subcommittee meetings. **Members are encouraged to update their calendars, as some of the meeting dates have changed.** With the exception of the Clinical Summit, all meetings are from 8:30-10:00 a.m.

- Wednesday, September 24, 2014 - Rasmussen College
- Thursday, October 9, 2014 – Clinical Summit, Kroc Community Center, 7:30-11:00 a.m.
- Friday, October 24, 2014 – Rasmussen College
- November – No Meeting
- Friday, December 5, 2014 – Possibly Via Conference Call