



Clinical Subcommittee Meeting Minutes
Friday, October 24, 2014
Rasmussen College – 8:30 a.m.

ATTENDEES: Cheryl Anema-Rasmussen College, Gwen Baumel-Aurora, Karen Bialcik-College of Menominee Nation, Jenni Derpinghaus-Globe University, Jennifer Endries-Rasmussen College, Shelly Gabel-UWGB, Sharon Gerrits-Bellin Health, Patrice Hutzler-Rasmussen College, Brian Krogh-NWTC, Katie Olp-Rasmussen College, Rebecca Smith-Rasmussen College, Cindy Theys-NWTC, Mary Thomas-Aurora, Cindy Van Dyke-UWGB, Julie Williams-Rasmussen College, Ann Franz and Debbie Thompson-NWTC

Who	Topic	Decisions/Next Steps/Timeline	Lead Accountability
Gwen Baumel	Faculty Preparedness	Continue working on this initiative. Provide an update at the December 5 meeting.	Julie Baeten, Sharon Gerrits, Mary Thomas
Karen Bialcik/ Mary Thomas	Indicate the Level of Student on the GGBHA Clinical Placement Form	View the Fox Valley Health Care Alliance form before the December 5 meeting.	The form will be updated by members at the December 5 meeting.
Sharon Gerrits	Student Availability (Precepted Experience)	Add to the clinical placement form a column indicating any times a student <u>cannot</u> work during a precepted experience.	The form will be updated by members at the December 5 meeting.
Gwen Baumel	Student Preparedness – Student Assignment Form	Create a student checklist(s) for review by members at the December 5 meeting.	Karen Bialcik, JoAnn Swanson, Cindy Theys, Julie Williams
Sharon Gerrits	Clinical Scheduling by Faculty	Notify the facility when students will physically be at the site. Avoid scheduling orientation on a day that is not assigned for the clinical session.	Faculty
Ann Franz	EPIC Faculty Training	Members are encouraged to contact Sharon Gerrits for Bellin EPIC faculty training. Contact Mary Thomas for Aurora’s training sessions in Jan./Feb.	All
Ann Franz	Student Preparedness Video Clips & PowerPoint	When finalized, present UWGB videos and PPT at a future GGBHA clinical meeting.	Cindy Van Dyke

CLINICAL SUMMIT RECAP

Clinical summit comments have been overwhelmingly positive. In addition, fourteen attendees responded to the survey. The majority of the survey responses were very favorable, with a couple of neutral and no negative responses. The presentation by Dennis Winters was considered very informative and relevant. Many attendees expressed appreciation for the opportunity to meet in-person with contacts they have only talked to on the phone or emailed. As a result, this event will be held again in 2015.

Gwen and Ann thanked everyone who has been involved in the clinical subcommittee. Note takers were also recognized for their work in capturing member comments at their assigned tables during the summit. It is through members’ collaborative efforts, the ground work was laid for the first-ever GGBHA clinical summit.

The following ideas and recommendations were shared in regard to clinical summit follow-up.

FACULTY PREPAREDNESS

- Provide an onboarding class for healthcare organizations. Bring all instructors (including adjuncts) together at one time.

- Host an all-day conference, two times per year, with each hospital providing its own update. Commonalities can also be discussed.
- Hold the conference at one of the hospitals.
- Provide consistent orientation requirements for nursing faculty.
- Confirm new faculty, especially adjuncts, are being properly oriented.
- Develop a GGBHA orientation checklist(s).
- Confirm faculty and student EPIC access in a timely manner.
- Orient faculty on the floor during the shift they will be working.
- Avoid duplication of efforts.
- Videotape the conferences and post them securely (password protected) on the GGBHA website.
- Provide faculty feedback to the school in a timely manner.
- Establish student and staff expectations for each day.

STUDENT PREPAREDNESS

- Establish differences between new hires vs. students. Goals are also different when precepting students.
- Add to the student nametag the level of student they are.
- Update the GGBHA “Clinical Placement Request Form” by adding a column that indicates the level of each student.
- Provide informational videos to students. The videos can be posted on the GGBHA website. When available, Cindy Van Dyke will share UWGB’s video clips and PPT. They address student apprehensions and various situations.
- Confirm students have been educated and practiced any procedures they may perform in the clinical setting.
- Determine if there are additional learning opportunities at any of the sites.
- Know site regulations for electronic devices. Some students only have eBooks, prompting the instructor to bring physical reference books to the clinical sites.
- Encourage students to not bring purses/valuables to the clinical site.
- Develop a one page “tips for precepting” list. Karen Bialcik shared College of Menominee Nation has a preceptor handbook that can assist in these efforts.
- Have an effective and timely system for feedback.
- Focus on confidentiality and patient perceptions.
- Students must learn to prioritize their classes, homework, clinical, and work.
- Develop a student expectations form for daily use.

EPIC

EPIC training is being provided by the colleges/universities at their respective schools. The basic training is four hours in length. Site specific sheets are provided. **Members are encouraged to contact Sharon Gerrits if they would like to reserve Bellin’s classroom for faculty EPIC training. Sharon will need the names and contact info for participants.**

Mary Thomas reported Aurora’s “go live” date is February 15. They are providing a train-the-trainer session on the new version of EPIC on Wednesday, January 14. Those who have completed train-the-trainer can attend a shorter session. The training is only for nursing disciplines. **Contact Mary Thomas for details.**

Epic downtime was discussed. Students at Aurora are given downtime forms so they have a comfort level as to what is involved during these times.

EBOLA

Students need to know the signs and symptoms of Ebola and report them immediately. No students will be handling known Ebola patients at any of the GGBHA sites. Precautions and PPE are in place. All of the GGBHA colleges/universities are working on Ebola plans. It was recommended someone from each facility regularly check the [CDC website](#) for updates.

NEXT MEETING

The next meeting of the GGBHA clinical subcommittee will be on Friday, December 5, 2014 IN PERSON at Rasmussen College, from 8:30 to 10:00 a.m. Agenda items will include student and faculty preparedness reports, update of the clinical placement form, and EPIC.