



**Clinical Subcommittee Meeting Minutes  
Friday, December 5, 2014  
Rasmussen College – 8:30 a.m.**

**ATTENDEES:** Gwen Baumel-Aurora, Karen Bialcik-College of Menominee Nation, Jean Bouche-St. Mary’s, Brenda Cooley-Aurora, Sharon Gerrits-Bellin Health, Laura Janssen-BayCare, Brian Krogh-NWTC, Katie Olp-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
Mary Thomas	Update the “Clinical Placement Request” Forms ( <i>Preceptor Requests &amp; Groups with Instructor</i> )	Updates are based on the subcommittee’s new form and today’s discussions.	Ann Franz & Debbie Thompson <i>for Review by All Clinical Subcommittee Members</i>
Mary Thomas	Update the “Instructor Led Clinical Rotation Checklist & Guidelines” Form	Updates are based on the subcommittee’s new form and today’s discussions.	Ann Franz & Debbie Thompson <i>for Review by All Clinical Subcommittee Members</i>
Mary Thomas	Instructors Planning Clinical Sessions at Aurora	Aurora needs to know as soon as possible the names of any instructors planning clinical sessions at their facility, due to their HR approval process.	Clinical Coordinators at Colleges and Universities
Mary Thomas	Aurora EPIC Training for Instructors	Wednesday, January 14, 2015	Contact Mary Thomas for details.
Mary Thomas	Faculty Orientations	Faculty facility orientations must be scheduled prior to the clinical session.	Clinical Coordinators at Colleges and Universities
Sharon Gerrits	Update: Student Co-signing at Bellin for Instructor Led Clinicals	Instructors will need to verify the chart is complete and that the student has completed their required charting.	College/University Clinical Instructors

**2015 MEETING DATES**

Ann asked attendees if there is another day of the week that would work better for the GGBHA clinical subcommittee meetings. Attendees agreed to tentatively continue scheduling the meetings at 8:30 a.m. on the fourth Friday of each month in 2015.

**CLINICAL PLACEMENT REQUEST FORM (*GROUPS WITH INSTRUCTOR & PRECEPTOR REQUESTS*)**

Mary Thomas presented the updated “Clinical Placement Request” form draft for attendee review. Fox Valley Health Care Alliance’s undergraduate clinical placement request form was also reviewed. Attached is the updated draft based on today’s meeting. Suggestions for further updates can be sent to Ann. *Please note that this Excel form is on two separate sheets that can be accessed at the bottom of the spreadsheet.*

**STUDENT & FACULTY PREPAREDNESS REPORT**

Mary Thomas also presented the new “Instructor Led Clinical Rotations” checklist and guidelines form for review. Attached is the updated draft based on today’s meeting. Suggestions for further updates can be sent to Ann. A pilot of this form is planned for spring 2015.

Instructors must know EPIC prior to their clinical at the facility. On Wednesday, January 14, Aurora BayCare Medical Center will be hosting its EPIC training. Contact Mary Thomas for more information.

Faculty orientations need to be scheduled prior to the clinical session. These orientations allow faculty to learn and build relationships with staff.

Aurora needs to know who the instructors are as soon as possible due to their HR approval process. Based on the results of this process, an instructor is granted or denied access to their facility.

#### **OTHER TOPICS**

- Infinity Technology can password protect sensitive material on the GGBHA website. Ann reported the cost of this service is a one-time, \$500 fee.
- Aurora is opening another med/surg 16 bed unit. Students will not have access to the new unit until next summer or later.
- Bellin is revamping from a 4 to 15 bed observation unit. There will be some future clinical offerings in this unit.

#### **NEXT MEETING**

**The next meeting of the GGBHA clinical subcommittee will be on Friday, January 23, 2015 IN PERSON at Rasmussen College, from 8:30 to 10:00 a.m.** Agenda items will include student and faculty preparedness reports, EPIC, preceptor training, and website password protection.