



CLINICAL SUBCOMMITTEE MEETING MINUTES
Friday, February 6, 2015
Rasmussen College – 8:30 to 10:00 a.m.

ATTENDEES: Julie Baeten-HSHS, Gwen Baumel-Aurora, Karen Bialcik-College of Menominee Nation, Dawn Boettcher-Rasmussen College, Sherri Hanrahan-Bellin College, Brian Krogh-NWTC, Cathy Mraz-Hoffman-College of Menominee Nation, Katie Olp-Rasmussen College, Cindy Theys-NWTC, Mary Thomas-Aurora, Cindy Van Dyke-UWGB, Julie Williams-Rasmussen College, Debbie Thompson-NWTC

Who	Topic	Decisions/Next Steps/Timeline	Lead Accountability
Mary Thomas	Hepatitis B Declination Form	Update the form, based on today's discussions.	Deb Thompson
Mary Thomas	Faculty Orientation Form	Update the form, based on today's discussions.	Deb Thompson
Mary Thomas	Aurora Pyxis access has changed.	Contact Mary Thomas for details.	Instructors with clinical sessions at Aurora.
Gwen Baumel	Certified train the trainers must complete the required Epic training at each of the hospitals.	Create a certificate of Epic completion for train the trainers.	Deb Thompson
Mary Thomas	Epic Training	When finalized, Mary will send a list of who can train what with regard to Epic.	Mary Thomas
Mary Thomas	HIPAA & Electronic Devices (Encryption)	The GGBHA will continue to work towards protection of patient data.	Karen Bialcik and Mary Thomas will be heading up this initiative.
Karen Bialcik	All Instructors' Conference	Tentatively Scheduled for 8/14/2015 at Aurora BayCare Medical Center from 8:30 to 11:30 a.m.	Mary Thomas will schedule.
Deb Thompson	GGBHA Full Membership Meeting – February 25, 2015, 3:00-4:30 PM NWTC-Business Assistance Center, BA101 Classroom	Clinical subcommittee members are encouraged to attend.	Ann will be emailing an agenda to the full membership one week before the meeting.

FACULTY ORIENTATION

The "Instructor Orientation Preclinical Checklist & Guidelines" form was reviewed and edited by attendees. Debbie Thompson will update the form. Once finalized, it will be posted on the GGBHA website. The form will be reviewed again before the upcoming fall semester.

STUDENT PREPAREDNESS REPORT

This topic was tabled until the March 2015 clinical subcommittee meeting.

EPIC

Epic trainers must be certified to teach instructors. The training includes the following.

- 4 hours of Aurora Epic training
- 1 hour of Bellin Health Epic training
- 16 hours of HSHS Epic training

A certificate will be created for trainers to verify their certification. Once finalized, Mary Thomas will email to members the list of who can do what in regard to Epic training.

Epic updates have been completed.

HIPAA

It is very important that any medical information on an electronic device must be password protected and encrypted. This includes information that does not have identifying factors. No images should be taken – ever. Karen Bialcik and Mary Thomas will be heading up this initiative. Julie Williams shared an NCSBN [video link](#) that discusses social media guidelines for nurses.

STATEWIDE HEALTHCARE GROUP

The statewide healthcare alliance currently has a subcommittee creating statewide clinical requirements. The subcommittee would like representation from the GGBHA to participate in the subcommittee's efforts. Mary Thomas volunteered to represent the healthcare organizations, while Julie Williams volunteered to represent the colleges/universities. The statewide subcommittee members meet bi-monthly via conference call.

FEBRUARY 25 FULL MEMBERSHIP MEETING

The GGBHA full membership meeting will be held on February 25 from 3:00 to 4:30 p.m. at NWTC in the business assistance center, BA101 classroom. Judith Hansen of the Wisconsin Public Health Association will be speaking on healthcare workforce issues. There will also be a representative from the Brown County Drug Task Force speaking on drug problems in northeast Wisconsin. Ann will be emailing an agenda to the full membership one week prior to the meeting. Clinical subcommittee members are encouraged to attend.

OTHER

- Karen Bialcik requested there be two days a year (August & January) that all the instructors from all of the schools meet with key hospital staff to share updates. This will be a conference type setting. The first conference will be 8/14/2015 from 8:30 to 11:30 a.m. at Aurora BayCare Medical Center. Information will be forthcoming.
- It was suggested that when providing update sessions, invite managers and/or supervisors, as deemed appropriate.
- The hiring of adjuncts and their preparedness was discussed. Partnering and having the school and healthcare organization split the cost of hiring adjuncts was considered. Having a good quality adjunct pool that is shared by the GGBHA was also discussed. **It was suggested that this topic be added to the full membership meeting agenda.**
- Giving students more experience in passing medications was discussed.
- The GGBHA will be holding another Employment Expo on Tuesday, April 7, 2015 from 3:00 to 6:00 p.m. The expo is not open to the public. Further information will be forthcoming.

NEXT MEETING

The next meeting of the GGBHA clinical subcommittee will be on Friday, March 6, 2015 at Rasmussen College, from 8:30 to 10:00 a.m. Agenda items will include the following.

1. Faculty Orientation
2. Student Preparedness Report
3. Preceptorship Training – State Requirements
4. HIPAA
5. Epic
6. August & January Instructor Conferences