



CLINICAL SUBCOMMITTEE MEETING MINUTES

Friday, March 6, 2015

Rasmussen College – 8:30 to 10:00 a.m.

ATTENDEES: Cheryl Anema-Rasmussen College, Julie Baeten-HSHS, Dawn Boettcher-Rasmussen College, Sharon Gerrits-Bellin Health, Simon Hedeem-Collegis Education, Katie Olp-Rasmussen College, Tammie Rogers-Rasmussen College, Joan Steeno-NWTC, Cindy Theys-NWTC, Mary Thomas-Aurora, Cindy Van Dyke-(via phone) UWGB, Christa Westenberger-Bellin Health, Julie Williams-Rasmussen College, Ann Franz-GGBHA, Debbie Thompson-NWTC

Who	Topic	Decisions/Next Steps/Timeline	Lead Accountability
Mary Thomas	Identification of Epic Trained Individuals	Email to Ann Franz any updates for the Epic spreadsheet by Friday, April 10, 2015 .	Mary Thomas, Sharon Gerrits & Julie Baeten - <i>The updated spreadsheet will be posted on the GGBHA website by April 15, 2015.</i>
Ann Franz	Statewide Healthcare Alliance Summit on Tuesday, April 21 Chula Vista Resort, Wisconsin Dells	Contact Ann by Friday, April 10 if you would like to carpool to the summit.	All
Gwen Baumel	GGBHA Preceptor Role & Responsibilities Handbook	A preceptor handbook will be created by the newly formed subcommittee.	Preceptor Subcommittee Led by Cheryl Anema & Mary Thomas
Mary Thomas	All Instructors' Conference at Aurora BayCare Sports Medicine in Green Bay	Friday, August 14, 2015 8:30 a.m. to 12:00 p.m.	All Instructors (Adjuncts Included), Hospital Update Presenters

FACULTY ORIENTATION GUIDELINES AND CHECKLIST

Attendees reviewed the 'Instructor Led Clinical Rotations' checklist and guidelines. The form was approved and will be emailed to the membership and uploaded today on the GGBHA website.

STUDENT PREPAREDNESS REPORT

It is critical the clinical instructor has a good communicative relationship with the clinical site staff. Suggestions included the following.

- Confirm staff knows what the students can and cannot do.
- Get and give feedback in a timely manner.
- The floor representative and instructor need to practice good communication.
- Have students check their pockets for any notes before they leave their shift.
- Students should report off, giving both standard and critical information to the staff for each of their patients.
- The instructor needs to stop at the nurses' station to ask for feedback on how it went for that day.

EPIC

Discussions took place on how to identify qualified Epic trainers for students and staff. It was decided that a spreadsheet, posted on the GGBHA website, will identify each trainer and their completed facility training(s). Spreadsheet updates should be sent to Ann Franz. The spreadsheet will include the following information.

- First and Last Name
- College/University
- Email Address
- Phone
- Aurora Epic (Trained)
- Bellin Epic (Trained)
- HSHS Epic (Trained)

It was recommended that all instructors take the four hour basic training class. If the instructor is teaching at a facility other than Aurora, the instructor will need site specific training for that facility. A “train the trainer” person is needed to train instructors. Each college/university has an expert trainer.

Certificate recipients will be eligible to provide core training to students and faculty. The certificate will **not** be posted on the GGBHA website and will be awarded upon completion of all of the trainings (Aurora, Bellin, HSHS).

College/university deans and associate deans will maintain and award the certificates.

PRECEPTORSHIP

Preceptors need to demonstrate competency for their role in developing a student. They have to be able to be honest when giving constructive feedback in the presence of the student. Mary shared that Gwen would like for the clinical subcommittee to create a preceptor handbook. The preceptor subcommittee will write the roles and responsibilities so understandings are clear and concise. The subcommittee will be led by Cheryl Anema and Mary Thomas.

HIPAA

Colleges and universities must enforce with students that electronic information must be encrypted.

Employees/instructors/students can be fired or dismissed for electronically describing a scenario that is not encrypted, even if it is not real. Students should never bring a USB to a clinical site. It is up to the college and university instructors to monitor their students. Encryption is not always present when data is sent or received electronically outside of a healthcare organization.

ALL INSTRUCTORS CONFERENCE

The conference is scheduled for Friday, August 14, 2015 at the Aurora BayCare Sports Medicine facility. The conference will be held from **8:30 a.m. to 12:00 p.m.** and will provide instructor updates from all three hospitals, in addition to providing an education piece. **Adjunct instructors are also strongly encouraged to attend.** For adjuncts that cannot attend, they will need to be given the information. Mary hopes there will also be time for networking at the conference.

STATEWIDE HEALTHCARE GROUP

The statewide healthcare alliance is comprised of approximately eight to ten Wisconsin healthcare alliances and looking at opportunities for commonalities. Mary Thomas recently took part in a statewide healthcare clinical subcommittee conference call. This is ad hoc group is not state governed, making the GGBHA not under their authority to adopt their practices. The statewide group is in their early beginnings and has not covered as many topics as the GGBHA. Members agreed that it would be especially beneficial for the GGBHA, Lakeshore and Fox Valley healthcare alliances to strengthen their ties, due to their close proximity.

Statewide Healthcare Alliance Summit

Tuesday, April 21, 2015 - 10:00 a.m. to 3:00 p.m. (check-in at 9:30 a.m.) - Chula Vista Resort, Wisconsin Dells, WI
\$20 per Person, Includes Lunch - **Contact Ann if you are interested in carpooling.**

NEXT MEETING

The next meeting of the GGBHA clinical subcommittee will be on Friday, May 1, 2015 at Rasmussen College, from 8:30 to 10:00 a.m. Agenda items will include; review of the background check policy, Epic, preceptorship, opportunities to collaborate with the Lakeshore and Fox Valley healthcare alliances, and a Statewide Healthcare Alliance Summit update.