



**CLINICAL SUBCOMMITTEE MEETING MINUTES**

**Friday, May 1, 2015**

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

**ATTENDEES:** Gwen Baumel-Aurora, Karen Bialcik-CMN, Sharon Gerrits-Bellin Health, Patrice Hutzler-Puyleart-Rasmussen College, Michelle Johnson-UWGB, Lori Kroenke-CMN, Brian Krogh-NWTC, Katie Olp-Rasmussen College, Tammie Rogers-Rasmussen College, JoAnn Swanson-Bellin College, Cindy Theys-NWTC, Mary Thomas-Aurora, Cindy Van Dyke-UWGB, Julie Williams-Rasmussen College, Ann Franz, Debbie Thompson

Who	Topic	Decisions/Next Steps/Timeline	Lead Accountability
Cindy Theys	Preceptor Documents & Preceptor Handbook	Members, including facilities' staff, review the attached updated documents & handbook. Send edits to Ann by Tuesday, May 19.	Members & Clinical Site Reps
Karen Bialcik	Epic Instructor Training Requirements	A newly formed subcommittee (Julie Baeten, Karen Bialcik, Sharon Gerrits, Brian Krogh, Mary Thomas, Karen VanBeek, Julie Williams) will develop a set of written guidelines.	Mary Thomas will type the current guidelines and email them to the subcommittee members for review.
Gwen Baumel	Basic Epic 4 Hour Training at Aurora	If any instructors need the 4 hour basic training, email Gwen by Tuesday, May 19. A class can be offered in June.	College/University Member Reps
Mary Thomas	Epic Trained Instructors	Email to Ann the names of Epic trained instructors from Bellin and HSHS for inclusion on the website spreadsheet.	Julie Baeten & Sharon Gerrits
Ann Franz	Statewide Vaccination Draft & Background Check Policy	Review the draft before the next meeting. Determine if the GGBHA would like to adopt any of their vaccination recommendations.	All
Ann Franz	Background Check Policy	Members, including facility HR reps, should review the GGBHA background check policy. The policy will be reviewed at the June meeting.	Members, Including Facility HR Reps
JoAnn Swanson	August 14 Hospital Orientations at Aurora	Provide a videotaping of the event for instructors unable to attend, due to a later contracted fall start date.	Mary Thomas will check into having the event videotaped and report back.
JoAnn Swanson	Instructor Led Clinical Request Timelines – Develop a workable schedule.	For now, colleges/universities should submit request dates as soon as possible, with the facility coordinators following up in a timely manner.	All Members – Incremental changes will be made.
Sharon Gerrits	Pain Management-Nursing Certification Preparation Course	Event Date: Monday, August 10, 2015 at Bellin College, <a href="#">Register Online</a>	Interested Members

**PRECEPTOR TRAINING MANUALS**

Members reviewed and expressed appreciation for the 'Preceptor Documents' and 'Preceptor Handbook' developed by Cindy Theys. The materials are not overwhelming and will assist schools in meeting their preceptor requirements. Cindy updated the attached documents based on today's discussions. Members, especially facility site members & their staff, are asked to further review the attached, updated documents and email Ann any edits by Tuesday, May 19.

Discussions included the following.

- The preceptor must have attained at least the education level of the student's program.
- The preceptor handbook focuses on the school's relationship with the preceptor.
- The faculty liaison should meet with the preceptor prior to the student's start date.
- Determine when and how often a faculty liaison will be going to the clinical site.
- The preceptor should submit the completed agreement form to the college/university at least 48 hours prior to the clinical start date.
- The evaluation form to be completed by the preceptor will be done by paper copy. An electronic version of the form can be created and utilized if deemed necessary.
- The evaluation tool should become a part of the preceptor handbook.
- The Preceptor Documents refer to student course competencies and evaluation. The documents need to be reviewed closely to determine differences for different levels of nursing, ADNs vs. LPNs.
- The documents are a sample of what would be included in the specific school documents.

## **EPIC**

A newly formed subcommittee will work to develop a set of written guidelines so there is a clear understanding of instructor Epic training requirements. Team members include; Julie Baeten, Karen Bialcik, Sharon Gerrits, Brian Krogh, Mary Thomas, Karen VanBeek, and Julie Williams. Mary will type the current guidelines and email them to the team.

The GGBHA website has a spreadsheet that indicates instructors and their completed Epic training. Aurora training will be changed to "Basic Training" on the spreadsheet.

## **BACKGROUND CHECK POLICY**

Members, including facility HR reps, are encouraged to review the background check policy before the June meeting.

## **GGBHA/LSHCA/FVHCA SUMMIT & STATEWIDE HEALTHCARE MEETING REPORT**

The Statewide Healthcare Alliance is forming a Steering Committee. Katie Olp is serving as the GGBHA educational rep for the Statewide Healthcare Alliance, while Gwen Baumel offered to serve as the GGBHA healthcare organization rep. Gwen suggested getting representation from the Wisconsin Hospital Association and the Wisconsin Association of Nurse Executives. Healthcare representatives from other states could also be included.

Members were asked to review the draft of the statewide immunization requirements to determine if members would like to adopt any of their recommendations. This will be an agenda item at the next meeting. The Statewide Healthcare Alliance is also looking to develop statewide clinical placement guidelines.

## **CULTURAL COMPETENCY**

This topic was tabled until the next meeting.

## **NEXT MEETING**

**The next meeting of the GGBHA clinical subcommittee will be on Friday, June 5, 2015 at Rasmussen College, from 8:30 to 10:00 a.m.** Agenda items will include; a) Preceptor Training Updates b) Background Check Policy c) Epic d) Cultural Competency, e) Clinical Request Timelines f) Statewide Immunization Recommendations.