



CLINICAL SUBCOMMITTEE MEETING MINUTES

Friday, September 11, 2015

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

ATTENDEES: Gwen Baumel-Aurora, Karen Bialcik-CMN, Dawn Boettcher-Rasmussen College, Julie Fuller-Rasmussen College, Shelly Gabel-UWGB, Sharon Gerrits-Bellin Health, Cathy Mraz-Hoffman-Bellin Health, Brian Krough-NWTC, Veronica Kruse-Globe University, Katie Olp-Rasmussen College, Tammie Rogers-Rasmussen College, Stephanie Stewart-Bellin College, JoAnn Swanson-Bellin College, Cindy Theys-NWTC, Mary Lou Thoune-Bay Area Medical Center, Cindy Van Dyke-UWGB, Jamie Whitman-Globe University, Julie Williams-Rasmussen College, Ann Franz, Debbie Thompson

Who	Topic	Decisions/Next Steps/Timeline	Lead Accountability
Cindy Van Dyke & Cindy Theys	Student Immunization/Health Requirements	Review the attached draft. Email updates to Ann by 9/22/15.	All Members
Cindy Theys	Preceptor: Handbook, Agreement, & Course Evaluation	Review the attached documents. Email updates to Ann by 9/22/15.	All Members
Julie Williams	Flu Vaccine Notes	Review the highlighted notes added to the attached affiliation form. Email Ann with any updates by 9/22/15.	All Members
Sharon Gerrits	Affiliation Forms	Completed forms are needed in a timely manner. Affiliation forms need to be given to the healthcare facility's clinical education coordinator the day student clinicals begin or before.	Faculty
Sharon Gerrits	Clinical Dates	Faculty needs to indicate the start date as the day the class will physically be on the unit. Dates need to be exact. Orientations can only take place on the days students are scheduled in the hospital.	Faculty
Sharon Gerrits	Develop Timelines for Priorities and Standing Agenda Items	This will be done at the Oct. 2 meeting. Consider tasks/projects to add to the timelines.	All Members
Gwen Baumel	Hospitals' Orientation Seminar	Start the planning process for this year's event in January and/or February 2016.	All Members
Karen Bialcik	Professionalism & Soft Skills	Develop a GGBHA PPT, protocol, and/or video in this regard. Bring rubric(s) or specific curriculum to share at the Oct. 2 meeting.	Faculty
Veronica Kruse Katie Olp Cindy Theys	Allied Health Professions Subcommittee	Contact Veronica, Katie, and/or Cindy if you are interested in being a part of this subcommittee.	All Members

STUDENT VACCINATION REQUIREMENTS

The statewide student vaccination and health requirements are being adopted by the GGBHA. See action items. Members were reminded there is a hepatitis B declination form on the "College/University Coordinators" tab of the GGBHA website.

PRECEPTOR HANDBOOK

The handbook and related documents (preceptor agreement & course evaluation) were developed with the intent the clinical instructor will share them with the preceptor at their first meeting. The allied healthcare subcommittee will also be editing the preceptor handbook and documents for the professions they represent.

2016 TIMELINES – CLINICAL REQUEST & MEETING AGENDA

See action items. The PowerPoint modules on the website will be reviewed yearly in April. They will be included in the 2016 timelines for priorities and standing agenda items to be developed at the October 2 meeting.

HOSPITALS' ORIENTATION SEMINAR – AUGUST 14, 2015 AT AURORA SPORTS MEDICINE

A lot of positive feedback was received regarding the event. For next year:

- Allow time for the schools to share their updates. Hospital reps did provide updates.
- Schedule on an earlier date so all faculty will be present. Begin the planning process in January or February.
- The 8:30 a.m. start time worked well.
- Develop an event template.
- Create bullet points with related topic information.
- Provide parking information.
- Follow-up with a post-event survey.

ROTATION OF CLINICAL STUDENTS BETWEEN CLINICALS & SIMULATION PROTOCOL

Aurora and Bellin students can rotate during their clinical sessions. For example, if 10 students are assigned to a clinical, 8 can go to the site, while 2 students rotate out. **All** student names must be listed on the communications that get sent to the facility. The floor must be told the **number** of students who are expected to be on the floor at any **one** time. It should be indicated the number on the floor is due to rotation. The hospital needs to know who is expected to be at their facility during each session. This procedure is site dependent and was recently approved by Aurora.

STUDENT PROFESSIONALISM & SOFT SKILLS DEVELOPMENT

An issue was presented at the August 14 seminar regarding student employability and soft skills. Karen Bialcik attended a Higher Learning Conference (HLC) in Chicago where ANA values and code of ethics were discussed. Karen asked if members would be interested in developing a PPT or protocol on professionalism and soft skills. Each college has something in their curriculum they can share in this regard. Ann suggested producing a GGBHA video to show students. Karen will share the HLC rubric at the next meeting. Faculty are encouraged to also bring rubric(s) and/or specific curriculum that can be shared to the October 2 meeting.

ALLIED HEALTH SUBCOMMITTEE FOCUSED ON CLINICALS

The subcommittee is trying to get the right people together to deal with allied health (MLT, MA, LPN, etc.) clinical issues. Their goal is for the schools to work together in an effort to streamline and have less paperwork. A charter has been developed. Additional members are needed. **Contact Veronica Kruse, Cindy Theys and/or Katie Olp if you are interested in being a part of this subcommittee.** The subcommittee could meet after the GGBHA meetings.

OTHER TOPICS

Discussion took place on Epic code access not being available for students when they start on the unit. Also discussed was the difficulty in getting faculty into the hospitals to orientate. Gwen suggested having one-on-one dialogue at the sites. A member side discussion with Gwen will take place regarding the issues.

NEXT MEETING

The next meeting of the GGBHA clinical subcommittee will be on Friday, October 2, at Rasmussen College, 8:30 to 10:00 a.m. Agenda items include; A) Develop Timelines for Priorities & Standing Agenda Items B) Statewide Immunizations Update-Katie Olp, C) Professionalism & Soft Skills, D) Allied Health Subcommittee Update