



CLINICAL SUBCOMMITTEE MEETING MINUTES

Friday, January 8, 2016

Rasmussen College – 8:30 to 10:00 AM

ATTENDEES: Gwen Baumel-Aurora, Samantha Behling-Brown County, Sharon Gerrits-Bellin Health, Michelle Johnson-UWGB, Lori Kroenke-CMN, Brian Krough-NWTC, Veronica Kruse-Globe University, Catherine Mraz-Hoffman-Bellin, Katie Olp-Rasmussen College, JoAnn Swanson-Bellin College, Cindy Theys-NWTC, Cindy Van Dyke-UWGB, Julie Williams-Rasmussen College, Ann Franz, Debbie Thompson

Who	Topic	Decisions/Next Steps/Timeline	Lead Accountability
Gwen Baumel	Hospitals' Orientation Seminar	Email to Gwen the event room #.	JoAnn Swanson
Gwen Baumel	Mandatory Modules Review-March Forms Review-April Preceptor Handbook Review-May Overall Website Review-June	Start reviewing the forms, modules, handbook and website to prepare.	All Members
Gwen Baumel	2015 College/University Healthcare Enrollments	Email to Gwen 2015 enrollment data if not already completed.	College/University Members
Gwen Baumel	Epic Security Access Form	Have hospital IT staff review and edit the form by the 2/12/2016 meeting.	Hospital Members (<i>Gwen will email the form to Lisa, Julie, & Mary Lou</i>)
Ann Franz	College/University Contact for Important & Time Sensitive Clinical Site Communications	Contact information is needed from CMN and Concordia University. Email Ann Franz with contact information.	Lori Kroenke Deb Thompson will contact Concordia.
Ann Franz	Clinical Contacts <i>Currently on Website</i>	Review the attached updated contacts and email Ann with further updates by 2/10/2016.	All Members
Ann Franz	Managing Clinical Placements	Contact the LaCrosse Nursing Consortium to learn more about their clinical placement software. Ask for their participation by phone at the 2/12/2016 meeting.	Katie Olp

2016 TIMELINE FOR STANDING AGENDA ITEMS

- The clinical subcommittee will meet the second Friday of each month beginning at 8:30 a.m.
- Hospitals' Orientation Planning – February
- Mandatory Modules Review – March
- Clinical Forms Review – April
- Preceptor Handbook Review – May
- Website Review – June

Monthly Standing Agenda Items:

- Statewide Healthcare Alliance Update
- Medical Subcommittee Update

Standing agenda items will be updated as needed.

HOSPITALS' ORIENTATION SEMINAR AGENDA – 8/19/2016

- A save the date will be sent.
- The agenda was edited and will include a GGBHA update.
- Attendees will be encouraged to utilize the website forms. Regularly accessing the website forms ensures members are utilizing the updated versions.

COLLEGE/UNIVERSITY REPORT OUT ON 2015 ENROLLMENTS

Enrollments were discussed for college/university members who submitted data. When all of the data has been received, it will be optimized for further analysis. Discussion highlights included the following.

- Hospitals have a limited number of new hire openings.
- Nurses are encouraged to complete a BSN.
- 100% of Bellin's radiology graduates are being hired.
- NWTC's 2015 vs. 2016 enrollments have remained constant.

EMPLOYABILITY SKILLS

Brian Krogh, Tammie Rogers, JoAnn Swanson and Ann Franz comprise the subcommittee for this initiative. The goal is to have the PPT and video ready by fall 2016. Nursing leaders will be asked to participate.

EPIC SECURITY ACCESS FORM

Hospital reps need to forward the form draft to their IT departments' for review. Once finalized, the form will be linked on the website. **Gwen will draft instructions to be included with the form link.**

STUDENT EVALUATION OF THE CLINICAL SITE OR PRECEPTED CLINICAL FORM

The form was approved and, since the 1/8/2016 meeting, was linked on the website.

COLLEGE/UNIVERSITY CONTACT FOR IMPORTANT & TIME SENSITIVE CLINICAL UPDATES & COMMUNICATIONS

Contact information is needed from College of Menominee Nation and Concordia University. This newly created form is for clinical sites' important and time sensitive information being emailed to colleges/universities. The contact needs to be someone who can forward the information to the appropriate individual(s) in a timely manner. A standardized subject line will be used for these emails.

MEDICAL CLINIC SUBCOMMITTEE UPDATE

The Medical Clinic Subcommittee will have its second meeting today, following the Clinical Subcommittee meeting.

CLINICAL REQUESTS ONLINE SYSTEM & METRICS

Ann suggested developing an online system to see each other's clinical placement requests. Metrics can be developed to determine the percentage of students able to find clinical sites locally vs. going outside of the area, number of students hired by their clinical site, etc. A form could be created that can be edited and track.

Katie Olp will contact the LaCrosse Nursing Consortium to learn more about their clinical placement procedures and software. They will be encouraged to have one of their reps participate by phone at the 2/12/2016 meeting.

NEXT MEETING

The next meeting of the GGBHA clinical subcommittee will be on Friday, February 12, 2016 at Rasmussen College, 8:30 to 10:00 a.m. Agenda items include:

1. 2016 Hospitals' Orientation Planning
2. Employability Skills Subcommittee Update
3. Epic Security Access Form – Discuss Feedback from Hospital IT Departments
4. Update: Clinical Contacts (College/University & Clinical Sites) Form (*Currently on the Website*)
5. Finalize: College/University Contact Form for Important & Time Sensitive Communications from GGBHA Clinical Sites – Establish a standardized subject line for emails.
6. LaCrosse Nursing Consortium – How They Manage Placements
7. Statewide Healthcare Alliance Update
8. Medical Clinic Subcommittee Update