



**CLINICAL SUBCOMMITTEE MEETING MINUTES**

**Friday, February 12, 2016**

**Rasmussen College – 8:30 to 10:00 AM**

**ATTENDEES:** Julie Baeten-HSHS, Gwen Baumel-Aurora, Samantha Behling-Brown County, Karen Bialcik-CMN, Michelle Johnson-UWGB, Lori Kroenke-CMN, Brian Krogh-NWTC, Veronica Kruse-Globe University, Catherine Mraz-Hoffman-Bellin, Katie Olp-Rasmussen College, Tammie Rogers-Rasmussen College, Stephanie Stewart-Bellin College, Cindy Theys-NWTC, Cindy Van Dyke-UWGB, Debbie Thompson

Who	Topic	Decisions/Next Steps/Timeline	Lead Accountability
Gwen Baumel	Hospitals' Orientation Seminar Friday, 8/19/2016	Send a "Save the Date" as soon as possible to instructors you would like to have attend. Invites will be sent in July. Members will need to get an RSVP count by August 1.	College/University Members- <i>Hospital reps can also invite people from their organization who would benefit from attending.</i>
Brian Krogh	Employability Skills PPT & Video	Email to Brian, by 3/10/2016, possible name(s) for this initiative in lieu of "Employability Skills".	All Members
Brian Krogh	Updated Employability Skills 1/22/2016 Meeting Minutes	Facility members were asked to forward the updated minutes to their nursing leaders. <b>Send nursing leader feedback to Ann by 3/1/2016.</b>	Facility Members
Gwen Baumel	Epic Security Access Form	Members are asked to review the updated form. It will be discussed at the 3/11/2016 clinical meeting.	All Members
Gwen Baumel	HIPAA & Infection Control Mandatory Modules	Review the modules for possible edits prior to the 3/11/2016 Clinical Subcommittee meeting.	All Members
UPCOMING REVIEWS	Clinical Forms - April Preceptor Handbook - May Website - June	Members are asked to prepare by reviewing the forms & documents.	All Members
Katie Olp	WI Healthcare Alliance Summit Wednesday, April 27, 2016 10:00 AM to 3:00 PM	Consider attending the 2016 WI Healthcare Alliance Summit at the WI Dells.	All Members
Gwen Baumel	New Psychiatric Hospital Under Construction-Located by Aurora	Gwen will contact the organization to encourage their joining the GGBHA.	Gwen Baumel

**HOSPITALS' ORIENTATION SEMINAR PLANNING**

The agenda was reviewed. Ann and/or Gwen will give the GGBHA update. Facility representatives can share their organizations' values and mission. **Presenters using software such as PowerPoint are asked to bring their presentation on a USB (thumb drive).**

It is important that faculty get the event on their calendar as soon as possible. College/university members are asked to send a "Save the Date" to their faculty they would like to have attend. Hospital reps can invite people from their organization they feel would benefit by attending. RSVPs will be needed, with the final count determined by August 1. Coffee and a light breakfast will be served. There were approximately 30 attendees last year.

**EMPLOYABILITY SKILLS SUBCOMMITTEE UPDATE**

Brian gave an update regarding the PPT and video being created. Main topics include; 1) Professional Appearance, 2) Verbal and Non-verbal Communication, 3) Being Prepared & Working on High Performing Team, and 4) Professionalism. Brian asked members to email to him possible alternative names for this initiative in lieu of "Employability Skills".

The following additions were made to the attached January 22 Employability Skills Subcommittee meeting minutes.

- **Make the PPT and video generic so it can be used by other healthcare programs.**
- **Students:**
  - Sometimes do not know what is professional and appropriate.
  - Grooming (examples: applying deodorant and flossing teeth) needs to be done before going to the clinical site.
  - Ask for help when you are unsure of something.
  - Provide introductions when appropriate.
  - Should not congregate in the halls or at the nurses' station. Be cognizant of the noise levels.
  - Need to maintain a high level of care, comparable to that of an employee.
  - Need to be prepared. Know the mission and values of the organization.
  - Avoid extremes of fashion.
  - Ear gauges, if allowed, should be clear.

Facility members were asked to forward the updated Employability Skills Subcommittee 1/22/2016 meeting minutes to their nursing leaders. **Nursing leader feedback needs to be sent to Ann by Tuesday, March 1.**

### **EPIC SECURITY ACCESS FORM**

The Epic security access form was updated based on discussions and hospital IT department feedback. See the attachment. The form will be discussed at the 3/11/2016 Clinical Subcommittee meeting.

### **CLINICAL CONTACTS**

The website clinical contacts form has been updated since the 2/12/2016 meeting.

### **COLLEGE/UNIVERSITY CONTACTS FOR IMPORTANT & TIME SENSITIVE COMMUNICATIONS FROM CLINICAL SITES**

GGBHA college/university contacts for important and time sensitive communications from clinical sites have been received. The form has been linked on the website. A standardized subject line for these emails will be established at the 3/11/2016 meeting.

### **STATEWIDE HEALTHCARE ALLIANCE**

The Wisconsin Healthcare Alliance Summit will include a discussion on immunizations. Members were reminded to consider attending the April 27 event at the Wisconsin Dells.

### **CLINICAL SITE AVAILABILITY**

The challenges of finding clinical sites was discussed. Sites generally want to accommodate as many students as possible. Increased use of sim labs will be a future trend. Some schools have been able to replace some of the traditional clinical experience with the sim lab. Schools have also rotated students through their clinical experience by alternating the sim lab with the actual clinical site experience. Bellin's patient care redesign will allow RNs to see patients in the clinics, providing additional opportunities for student clinical rotation. The new psychiatric hospital being built by Aurora may be able to provide additional clinical experiences.

A representative of Minnesota's nursing clinical placement software will be presenting via webinar at the 3/11/2016 Clinical Subcommittee meeting.

### **NEXT MEETING**

**The next meeting of the GGBHA clinical subcommittee will be on Friday, March 11, 2016 at Rasmussen College, 8:30 to 10:00 a.m.** Agenda items include:

1. Minnesota's Nursing Placement Software - Webinar
2. **HIPAA & Infection Control Mandatory Modules Review**
3. Employability Skills Subcommittee Update
4. Epic Security Access Form Update
5. Establish a standardized subject line for the college/university contacts form for important & time sensitive communications from clinical sites.
6. Statewide Healthcare Alliance & Medical Clinic Subcommittee Updates