



**CLINICAL SUBCOMMITTEE MEETING MINUTES**

**Friday, March 11, 2016**

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

**ATTENDEES:** Karen Bialcik-CMN, Elizabeth Biehl-TCCP, Shelly Gabel-UWGB, Lori Kroenke-CMN, Brian Krogh-NWTC, Catherine Mraz-Hoffman-Bellin, Katie Olp-Rasmussen College, Julie Serstad-CMN, JoAnn Swanson-Bellin College, Cindy Theys-NWTC, Julie Williams-Rasmussen College, Ann Franz-GGBHA, Debbie Thompson-GGBHA

Who	Topic	Decisions/Next Steps/Timeline	Lead Accountability
Ann Franz	Website Mandatory Modules (HIPAA & Infection Control)	Review the mandatory modules, notating any desired changes. The modules will be edited at the 4/8/2016 meeting.	All Members
Ann Franz	Website Clinical Forms	Review the website forms, notating any changes. The forms will be edited at the 4/8/2016 meeting.	All Members
UPCOMING REVIEWS	Preceptor Handbook - May Overall Website - June	Members are reminded to prepare for the upcoming reviews.	All Members
Ann Franz	Clinical Placement Software	Consider a tentative timeline to determine needs - This will be discussed at the 4/8/2016 clinical meeting.	All Members
Katie Olp	Statewide Healthcare Alliance Summit	April 27, 2016 – 10:00 AM to 3:00 PM Wisconsin Dells	All Members

**GGBHA EMPLOYMENT EXPO**

Tuesday, April 19, 2016 – Kroc Community Center, Green Bay, WI – 3:00 to 6:00 PM

2:30 to 3:00 PM Check-in

3:00 to 4:00 PM Panel Discussion Featuring Local Healthcare Employers

4:00 to 6:00 PM Job Fair

**See the attached flyer for details.**

**EPIC SECURITY ACCESS FORM UPDATE**

The form has been updated and includes a formula that will automatically populate the combined name. Since the 3/11/2016 meeting, the new form has been linked on the website.

**HIPAA & INFECTION CONTROL MANDATORY MODULES REVIEW**

The review has been tabled until the 4/8/2016 meeting, due to the time needed for today’s TCCP presentation.

**EMPLOYABILITY SKILLS SUBCOMMITTEE UPDATE**

This initiative continues to move forward. The next meeting is scheduled for March 24. Ann secured a professional videographer at no cost.

**MEDICAL OFFICE SUBCOMMITTEE**

The subcommittee will be meeting today, following the clinical meeting. Members will continue to work on forms, determining if the clinical forms can be utilized and/or modified for the medical office.

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

The email subject line for these communications is as follows:

**IMPORTANT & TIME SENSITIVE COMMUNICATIONS FROM CLINICAL SITE**

Set the email priority as “High Importance”. Since the 3/11/2016 meeting, this information has been added to the website.

### STATEWIDE HEALTHCARE ALLIANCE SUMMIT

The Statewide Healthcare Alliance Summit is on April 27, in the Wisconsin Dells from 10:00 a.m. to 3:00 p.m. Members are encouraged to attend.

### MINNESOTA’S NURSING PLACEMENT SOFTWARE – THE CLINICAL COORDINATION PROGRAM (TCCP)

Liz Biehl, TCCP executive director, presented via WebEx. Liz has been with the program since its inception. Their software unites educators and facility coordinators in an effort to create clinical efficiencies. Their Mission: “The Clinical Coordination Partnership (TCCP) works to maximize the ability of our healthcare and education partners to meet clinical experiential learning needs or “clinical experiences.” Visit the [TCCP website](#). Also, see the attached PowerPoint and Word doc for more information.

Members agreed that clinical placement software could be very helpful for all involved. Members are open to also considering other software packages. Liz shared that the estimated cost for setting up the software would be \$5,000 - \$10,000 with an annual fee of \$9,500. Administering a program through the GGBHA website may be efficient and more cost effective. **The goal will be to have more clarity with the entire clinical placement process.**

### NEXT STEPS

- ✓ Develop a clear timeline for onsite clinicals, clinical site requests, etc.
- ✓ Start with the RN and MA programs.
  - Have each college Identify when they would need clinical sites for fall 2016 and spring 2017.
  - Determine the time of the clinicals.
  - Estimate the number of students.
  - *Need to consider last minute details. This includes when a site is unable to take a student or the student is discharged by a clinical site.*
- ✓ Get leaders involved by inviting them to a meeting(s).

### NEXT MEETING

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

- **Mandatory Modules Review** – For members that attended the 3/11/2016 Clinical Subcommittee meeting, please bring the module packets that were distributed (HIPAA & Infection Control).
- **Clinical Forms Review** – Members are encouraged to bring a copy of any of the website form(s) they would like to edit.
- Clinical Placement Software – Discuss a tentative timeline to determine needs.
- Statewide Healthcare Alliance & Medical Office Subcommittee Updates