



CLINICAL SUBCOMMITTEE MEETING MINUTES

Friday, April 8, 2016

Rasmussen College – 8:30 to 10:00 AM

ATTENDEES: Julie Baeten-HSHS, Gwen Baumel-Aurora, Karen Bialcik-CMN, Sharon Gerrits-Bellin, Brian Krogh-NWTC, Veronica Kruse-Globe University, Katie Olp-Rasmussen College, Tammie Rogers-Rasmussen College, JoAnn Swanson-Bellin College, Amanda Swenty-MSN Student, Cindy Theys-NWTC, Cindy Van Dyke-UWGB, Julie Williams-Rasmussen College, Ann Franz-GGBHA, Debbie Thompson-GGBHA

Who	Topic	Decisions/Next Steps/Timeline	Lead Accountability
Gwen Baumel	Epic Trained Instructors Form	Please review the form and email Ann with any updates by Friday, April 29.	All Members
Ann Franz	Employability Skills PPT/Video 4 Main Topics	Consult with nursing leaders (Aurora, Bellin, HSHS, Rennes) to determine their topic preference. Email any preferences to Ann by Friday, April 29.	Facility Rep Members & JoAnn Swanson-Rennes
Katie Olp	Wisconsin Healthcare Alliance Summit	Wednesday, April 27, 10 AM-3 PM, Chula Vista Resort-Wisconsin Dells	All Members
Gwen Baumel	Background Approval Policy Form – Reportable vs. Unreportable Crimes	Gwen will look into this and report back at the 5/13/2016 meeting. All changes will be made to the form after the 5/13 meeting.	Gwen Baumel

MANDATORY MODULES REVIEW

Members reviewed and edited the mandatory modules. Patient and Caregiver Safety will be a separate PPT module and include a completion slide for the student’s signature.

Future edits include the following.

- Provide a bibliography slide for each module. Sharon suggested quoting the source of the HIPAA information.
- Make the PowerPoints more appealing to students.
 - Shorten the amount of text and slides.
 - Make the PPTs more fun by editing the design, theme, and slide transition.
 - Provide questions and answers.
 - Get students involved with the PPT enhancements.
- After the new Employability Skills Video and PPT are completed, delete the current PPT professionalism and dress code slides to par down the modules.

EMPLOYABILITY SKILLS MODULE UPDATE

Members reviewed the **attached** 3/31/2016 Employability Skills Subcommittee meeting minutes. There will be a total of 12 slides. Gwen Baumel will provide the overall introduction. Two students will do the role playing. Philip Taylor of NWTC is writing the role play scripts. Four nursing leaders (Aurora, Bellin, HSHS, Rennes) will each present an introduction to one of the following main topics.

- Professional Appearance
- Communication Skills
- Working Effectively on a High Performing Team
- Professionalism

NEXT STEPS

- ✓ Consult with the nursing leaders (Aurora, Bellin, HSHS, Rennes) to determine if they have a topic preference. **Email any preferences to Ann by Friday, April 29.**

- ✓ Topics will be assigned the beginning of May. Each nursing leader will speak two to three minutes.
- ✓ Filming will take place in mid to late June.
- ✓ Members will have an opportunity to critique the PPT/video prior to finalizing.
- ✓ The PPT/video will be previewed at the Clinical Instructors' Orientation on August 19 at Bellin College. The goal is to have the information ready for students in fall 2016.

CLINICAL FORMS REVIEW

The website forms were reviewed for editing. See action and May 13 agenda items in this regard.

CLINICAL PLACEMENT SOFTWARE - JULIE WILLIAMS

Amanda Swenty, RN, is pursuing her MSN at Walden University. Amanda's practicum topic is standardizing clinical placement. Julie Williams and Amanda will be working on this project in partnership with the GGBHA. Amanda's presentation deadline is June and will be presenting the finished product at the June GGBHA Clinical Subcommittee meeting. The goal is to create a clinical placement system that would lay the groundwork for the GGBHA. **See the attached standardized clinical placement information sheet.**

NEXT STEPS

- ✓ Amanda will be contacting placement coordinators and nursing school deans in an effort to gather ADN and BSN clinical placement data. Information being gathered for a six month period (fall 2016) includes the following predictions; # of sites students will be placed, # of students per classes, site/location/floor.
- ✓ Rasmussen College is willing to assist with the software for now. Excel will be used to begin. The goal is to have a workable tool on the GGBHA website after password protection is added to the website.

INSTRUCTOR/STUDENT RESPONSE TO CODES & ALERTS – JULIE BAETEN

A situation arose at one of the HSHS hospitals during a clinical session, emphasizing the importance of faculty and students knowing what to do in response to codes and alerts. Julie provided the **attached "New Statewide Emergency Codes and Alerts for Health Care" handout.**

NEXT STEPS

- ✓ Emergency preparedness guide/response will be added to the clinical instructors' orientation agenda in August.
- ✓ Instructors will be encouraged to discuss with students code/alert plans and where they can access them.
- ✓ Include the information with the site specific materials.
- ✓ The Patient and Caregiver Safety PPT/module will be built to include an example, graphics and information in this regard.
- ✓ Add to the instructor checkoff list that they reviewed the emergency codes/alerts response plan. *(Completed on 4/14/2016.)*

ALARIS/EPIC INTERFACE AT BELLIN – SHARON GERRITS

The interface went live on 4/5/2016 and has been going well. Information sheets will be provided at Bellin in their site specific materials. This involves another module for the clinical areas. **Please contact Sharon with any questions or concerns.**

NEXT MEETING

The next meeting of the GGBHA clinical subcommittee will be on Friday, May 13, 2016 at Rasmussen College, 8:30 to 10:00 a.m. Agenda items include:

- ✓ Background Approval Policy Form (Reportable vs. Unreportable Crimes) Changes will be made to the form after the May 13 meeting. – Gwen Baumel
- ✓ Epic Trained Instructors Form Update
- ✓ RN Preceptor Handbook Review (Per Standing Agenda Items Timeline) – Need Preceptor Evaluation of the Student Form
- ✓ Pain Management & Reassessment Documentation – Sharon Gerrits
- ✓ Clinical Placement Software Project Update – Julie Williams
- ✓ Statewide Healthcare Alliance & Medical Office Subcommittee Updates