



## MEDICAL OFFICE SUBCOMMITTEE MEETING MINUTES

Friday, June 10, 2016

Rasmussen College – 10:00 to 11:00 AM

**ATTENDEES:** Tina Broderick-NWTC, Carrie Lemke-Aurora BayCare Medical Center, Michelle VandeBerg-Rasmussen College, Cindy Theys-NWTC, Richelle VandeBerg-Rasmussen College, Michelle Vanden Heuvel-Globe University, Amber Young-Prevea Health, Ann Franz-GGBHA

### CLINICAL SITE REQUESTING PROCESS

Members discussed their process for clinical site requests. It was decided that it would be helpful to have an overview for the healthcare organizations on the upcoming clinical needs for the colleges. Colleges will provide by the next meeting:

- How many clinical rotations (number of students) they need in each term for MA and LPN for the Fall 2016 through Summer 2017.
- Start and end dates the students will be at the healthcare organization for each clinical.
- Number of hours students will need for each clinical request.

Spreadsheets provided by college will have one sheet for MA and one for LPN with the data listed above. Colleges should send Ann their information by **July 25, 2016**.

The committee shared that ideally a live document that has one common request form would be beneficial. This form will need to be password protected. Possible online products include Google Docs and Drop Box. Carrie shared that Aurora is moving forward with purchasing software and has three finalists. There was discussion on the value of all of the schools using the same software that Aurora will be using. One of the finalist is called "MyClinicalExperience". This could possibly be the tool used by the committee.

### NEXT MEETING

The next meeting of the Medical Office Subcommittee will be on **Friday, August 12, 2016 at Rasmussen College, 10:00 to 11:00 a.m.** Agenda items include the following.

1. Review submitted request form from the data sent by the colleges. Determine what is needed and what can be removed from future forms.
2. Discussion on software program to host data and forms.