



CLINICAL SUBCOMMITTEE MEETING MINUTES

Friday, August 12, 2016

Rasmussen College – 8:30 to 10:00 AM

ATTENDEES: Julie Baeten-HSHS, Dawn Boettcher-Rasmussen College, Amanda Brissette-BAMC, Sharon Gerrits-Bellin, Laura Janssen-Aurora, Lori Kroenke-CMN, Brian Krogh-NWTC, Catherine Mraz-Hoffman-Bellin Health, Katie Olp-Rasmussen College, Stephanie Stewart-Bellin College, JoAnn Swanson-Bellin College, Cindy Theys-NWTC, Mary Lou Thoune-BAMC, Michelle Vanden Heuvel-Globe University, Cindy Van Dyke-UWGB, Ann Franz-GGBHA, Debbie Thompson-GGBHA

ACTION ITEMS			
Who	Topic	Decisions/Next Steps/Timeline	Lead Accountability
Software Subcommittee	Clinical Placement Master Spreadsheet	Members are asked to complete their part of the master spreadsheet and email it to Ann by Tuesday, 9/6/2016.	Clinical Subcommittee Members

Best wishes were extended to Mary Lou Thoune, Bay Area Medical Center, as she will be retiring on September 1.

“PROFESSIONAL EXPECTATIONS IN THE WORKPLACE” TRAINING PPT/VIDEO

Attendees reviewed the new PPT and training videos. Key topics were presented by area healthcare leaders. Members expressed their appreciation for the work that was done on this collaborative effort. Since the 8/12/2016 meeting, the training module has been linked on the GGBHA website.

The Medical Office Subcommittee discussed the requirement of which forms the schools need to retain for the four online orientation modules. They are looking for consistency. The only form the school needs to retain is the “Confidentiality Agreement and Acknowledgement of PowerPoint Orientation Learning Modules”. The signature forms at the end of each module will be revised to only list the appropriate modules.

CLINICAL INSTRUCTORS’ ORIENTATION MEETING - FRIDAY, AUGUST 19, 2016

See the attached updated agenda. Sharon Gerrits volunteered to be the timekeeper. Presenters are asked to be mindful of their allotted time and to bring their presentation on a USB.

Included in each of the attendee packets will be Bellin’s updated dress code. Tattoos and earrings are among the topics addressed. Julie Baeten shared that HSHS is also looking at revising their dress code policy.

CLINICAL PLACEMENT SOFTWARE PROJECT

Clinical placement involves supply and demand. The current process is very labor intensive. The education side is trying to be earlier in predicting the number of students they will need to place. Various software packages are being considered. A master spreadsheet will be created, with members’ lists of supply and demand. Facilities will tell the educators the maximum # they can take for placements. The schools will then workout what they can provide. From there, members will see where the data takes them. This will be challenging for facilities, due to employee orientations, leaves, and turnover. LPN data will also need to be captured.

Members may get creative with moving a clinical to a day that a facility traditionally has wide open. Utilizing more simulation is also being considered.

MASTER SPREADSHEET DATA

Historical data for a **calendar year** will be used for now.

FACILITY HISTORICAL DATA FIELDS

1. Instructor Led or Precepted Experience
2. Units Utilized
3. # of Units Taken

SCHOOL PROJECTIONS (BSN, ADN, LPN, MA)

Preceptor Request Fields

1. Unit
2. Start & End Dates
3. Day & Time
4. # of Hours
5. # of Students

Instructor Led Fields *(Same as preceptor request fields, but utilizing separate spreadsheets.)*

1. Unit
2. Start & End Dates
3. Day & Time
4. # of Hours
5. # of Students

The master spreadsheet will be emailed to members next week. Members will complete their master template and send it to Ann by **Tuesday, September 6.**

MEDICAL OFFICE SUBCOMMITTEE UPDATE

Discussions include updating the clinical site request form and the clinical placement software. Members will be meeting today following the Clinical Subcommittee meeting.

STATEWIDE HEALTHCARE ALLIANCE UPDATE

The Statewide Healthcare Alliance will be holding a spring 2017 summit. Information will be forthcoming.

NEXT MEETING

The next meeting of the GGBHA clinical subcommittee will be on Friday, September 9, 2016 at Rasmussen College, 8:30 to 10:00 a.m. Agenda items include the following.

- Clinical Instructors' Orientation on 8/19/2016 Follow-up
- Clinical Placement Software Project
- Statewide Healthcare Alliance & Medical Office Subcommittee Updates