

GGBHA CLINICAL SUBCOMMITTEE MEETING MINUTES

Friday, October 13, 2017

Rasmussen College – 8:30 to 10:00 AM

ATTENDEES: Gwen Baumel-Aurora, Karolyn Birr-Efferson-HSHS, Dawn Boettcher-Rasmussen College, Sharon Gerrits-Bellin, Jaclyn Holm-Bellin College, Laura Janssen-Aurora, Robert Muster-Rasmussen College, Stephanie Stewart-Bellin College, JoAnn Swanson-Bellin College, Cindy Theys-NWTC, Cindy Van Dyke-UWGB, Kelly Verhasselt-Bellin, Julie Williams-Rasmussen College, Debbie Thompson-NWTC

Members thanked Sharon Gerrits for her many contributions to the GGBHA over the years, as she will be retiring. Sharon's last day at Bellin will be November 10, 2017.

EVALUATE THE 2017 HOSPITAL/CLINICAL INSTRUCTORS' ORIENTATION DAY

The event went well with 40+ people in attendance. The Clinical Instructors' Orientation PPT is on the website, under the 'College/Residency Coordinators' tab. Comments for 2018 included the following.

- ✓ Continue using the PPT template.
- ✓ Broaden the invite.
- ✓ Schedule the event at Bellin College again, as this venue works well.
- ✓ Agenda Item: GGBHA Preceptor Led Student Placements and Job Shadow Processes – *The hospital clinical placement coordinator needs to be aware of all precepted clinical placements and job shadows.*
- ✓ Debbie will create a 2018 agenda draft and include it with the November meeting handouts.

FINALIZE THE PROCESS FOR THE ORIENTATION CHECKLIST WITH PRECEPTED STUDENTS

This topic was tabled for the November meeting. Brian Krogh is working on this process but was unable to be in attendance today.

REVIEW THE GGBHA PRESENTATION AT THE OCTOBER STATEWIDE ALLIANCE MEETING

Cindy Theys reported the October 17 Statewide Healthcare Alliance meeting was cancelled, due to only five employers registered to attend. Paid registration fees have been refunded.

GGBHA members still want to move forward with developing a proposal for statewide clinical placement software. More involvement from the hospitals is needed, enabling collaboration among the right groups of people.

REPRESENTATION ON THE STATEWIDE HEALTHCARE ALLIANCE – CINDY THEYS

Katie Olp is stepping down as the GGBHA rep on the Statewide Alliance, as Katie is more involved in acute care. Julie Williams and Cindy Theys will establish with Katie what the time commitment is for this position. Their findings will be brought to the November meeting so this vacancy can be filled.

PRECEPTOR LED STUDENT PLACEMENTS – KELLY VERHASSELT

Clinical placements are often challenging to find; therefore, faculty may find their own preceptor. For tracking purposes, site placement coordinators need to be aware of any precepted clinicals taking place at their facility. Job shadows also have a placement process and need to be tracked by site coordinators. **Both processes need to be done consistently and are on the website.**

This topic will be part of the Clinical Instructors' Orientation in August 2018. For now, members are asked to remind their colleagues regarding precepted clinical placement & job shadow processes.

- ✓ **School reps remind instructors of the processes in place for these requests, especially new instructors.**
- ✓ **Sites reps remind their leaders of the processes for these requests.**

RETURN TOPIC FROM JULY 2017 – CLARIFICATION: SIGNED MODULE DOCUMENTS FOR CLINICAL ORIENTATION/ONLINE ORIENTATION – JOANN SWANSON

To decrease paperwork, while keeping the necessary signed student/faculty acknowledgements, **members agreed to delete the last page of each of the five online PPT modules that students/faculty sign**, eliminating five pages of signed paperwork. The confidentiality agreement will remain on the website and includes acknowledgement of completion of

the five orientation modules. Since the 10/13/2017 meeting, the website and modules have been updated to reflect this change. **Members are asked to communicate this change with people in their organization or school affected by it.**

GGBHA SKILLS: MAY AND MAY NOT DO LIST – BELLIN COLLEGE

In order to provide staff with a quick reference for what students may or may not do, Jaclyn Holm presented a draft of a skills list for each of Bellin's classes that incorporate both Bellin Colleges' May/May Not Do List and the GGBHA May/May Not Do List. The initial request to post student skills by course/level was prompted by a DNV (Det Norske Veritas) visit, during Bellin's review last year.

Members would like to update the GGBHA May/May Not Do list from page 4 of the Preceptor Handbook, based on Bellin's drafts. **Jaclyn will do a crosscheck of her lists with the GGBHA May/May Not Do list from page 4 of the Preceptor's Handbook. This topic will be brought back to the November meeting.**

HSHS STUDENT SCRUB COLORS

JoAnn Swanson recently received an email from HSHS requiring students to wear certain scrub colors, based on their program. **Karolyn will check into this and report back.**

CLINICAL SUBCOMMITTEE MEETINGS DAY/TIME

For now, the meetings will continue on the second Friday of each month from 8:30 to 10:00 a.m. at Rasmussen College.

NEXT MEETING

The next meeting of the GGBHA Clinical Subcommittee will be on **Friday, November 10, 2017 at Rasmussen College, 8:30 to 10:00 a.m.** Agenda items include the following.

- ✓ Orientation Checklist – Brian Krogh
- ✓ GGBHA Representation on the Statewide Healthcare Alliance
- ✓ GGBHA Skills: May and May Not Do List Updates
- ✓ HSHS: Different Student Scrub Colors for Various Disciplines – Karolyn Birr-Efferson