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Greater Green Bay Healthcare Alliance
CLINICAL SUBCOMMITTEE MEETING MINUTES
Friday, February 9, 2018
Rasmussen College – 8:30 to 10:00 AM
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ATTENDEES: **Molly Anderson**-BAMC (via phone), **Gwen Baumel**-Aurora, **Karolyn Birr-Efferson**-HSHS, **Dawn Boettcher**-Rasmussen College, **Connie Buttrick**-Bellin College, **Laura Janssen**-Aurora, **Brian Krogh**-NWTC, **Katie Olp-**Rasmussen College, **Julie Rasmussen**-Rasmussen College, **Jackie Stewart**-NWTC, **JoAnn Swanson-**Bellin College, **Cindy Theys**-NWTC, **Cindy Van Dyke**-UWGB, **Kelly Verhasselt**-Bellin (via phone), **Julie Williams**-Rasmussen College, **Debbie Thompson**-NWTC

HOSPITALS' ORIENTATION PLANNING
This networking event is tentatively scheduled for Friday, August 17, 2018 at Bellin College.
- ✓ JoAnn Swanson will confirm the date, time, and room.
- ✓ A 'Save the Date' will be sent in May.
- ✓ Hospitals' Orientation will be added to the June agenda as a standing item.
- ✓ Managers and those who would benefit from attending will be invited.
- ✓ Registrants will RSVP to Bellin College.
- ✓ Bay Area Medical Center will be added to the list of hospital presenters.
- ✓ Hospital presentations will be limited to 30 minutes for each hospital.
- ✓ UW-Green Bay will be added to the list of colleges providing updates.
- ✓ There will be some focus questions.
- ✓ Updates that need to be shared will be added.
- ✓ A short evaluation survey will be administered at the conclusion of the event.

ACEN & CCNE – REVIEW STANDARDS TO SHARE BEST PRACTICES AS A FEEDBACK MECHANISM
Bellin College – CCNE, NWTC – ACEN, Rasmussen College – ACEN & CCNE

ACEN and CCNE reference books cover a wide range of accreditation topics. Their examples can show what they are looking for, with the ultimate goal of protecting patients and students. The ACEN glossary was noted as a key tool. The same accreditation teams do not visit the sites, making the booklets very helpful.

Being in a constant state of readiness and having the right instructors with the proper credentials are important parts of this accreditation. Students need to be prepared, as employees are. If a school does not meet a specific standard, they are put on probation for a determined amount of time. Referencing GGBHA modules and key skill concepts are considered positive by the accrediting bodies. The GGBHA minutes and website can also be referenced. The accreditation reference books will be used when reviewing GGBHA modules and practices.

MAY AND MAY NOT DO LISTS – INSTRUCTOR LED CLINICALS
These lists are tailored by the individual colleges. Side one lists skills students may and may not do. Side two is specific to the level of student. Site policies supersede these lists. Members reviewed NWTC's nursing student revisions. Bellin College reps also shared their BSN program 15-month options (NR 452 & NR 372) may/may not do lists.

EPIC: PROCESS FOR STUDENT EPIC TRAINING: DEMO VS. HANDS-ON – LAURA JANSSEN
Laura discussed the connectivity difficulties students have been having when trying to log into the Citrix environment. Students login through an app, as most of them are granted some degree of Epic access. The site IT process for creating logins and security for 100+ students is lengthy and now requires more steps. Aurora's Mainframe and Site Security Teams must work on this.

Laura asked if an instructor demo, with in-depth instruction, could be substituted for the hands-on experience, eliminating the creation of 100+ logins. The model for the demo format already exists. Attendees agreed the process needs to be simplified, as Epic login difficulties are universal. The process would remain the same for students going to a clinical. The Epic platform would be used at the schools.
- Over half of students are already using and well versed in Epic. Students who struggle with the training are a minority.
- Some schools and sites do not have enough computers. It was suggested to assign two students per computer, in addition to reinforcing the skills on the floor. Access should be limited.
- Whether demoing or hands-on, if the skills are not used right away, they are quickly lost.

- When Citrix gets updated, it is <u>not</u> updated on the schools' computers.
- Citrix will need to be on-board for any changes.
- Epic is protective in how its software is demonstrated and trained.
- Jackie Stewart shared that NWTC changed their orientation for 2nd semester so that students are oriented to their assigned hospital. The instructor is present as they all prep a patient together. Students are then assigned their patient for the next day.

  - ✓ Laura will check with their Milwaukee coordinator for any concerns in regard to implementing a demo format.
  - ✓ Have Josh, Aurora IT, available for Bellin College's March trainings, in case there are any issues.
  - ✓ Connie Buttrick will contact Laura ahead of time for Bellin College May clinical students, so she can get Josh involved.
  - ✓ Karolyn will consult with HSHS IT regarding their Epic modules. Connie Buttrick will follow-up with the HSHS IT person in regard to how they developed their modules with Epic. Connie has been in contact with the Epic rep from Madison.
  - ✓ This topic will be added to the Clinical Subcommittee's <u>April</u> agenda.

'EPIC TRAINED INSTRUCTORS' SPREADSHEET
The spreadsheet is attached. **Please email Debbie Thompson with any updates.**

RECRUITMENT OF STUDENTS INTO HEALTHCARE CAREERS
- Brandon Peterson of the Greater Green Bay Chamber has taken over coordinating the Group Career Exploration events. The GGBHA website will be updated upon notification of any future sessions.
- NWTC is hosting an April 10 event with employers that will work to match students with potential healthcare careers.
- The fourth annual GGBHA Employment Expo is scheduled for April 12 at the Green Bay Botanical Gardens from 3:00 to 5:30 p.m. There will be an employer HR panel session from 3:00 to 4:00 p.m., with the job fair scheduled from 4:00 to 5:30 p.m. The request was made to schedule 2019's Employment Expo at the conclusion of this year's event to lessen scheduling conflicts.

STANDARDIZED ORIENTATION MODULES – GGBHA & FVHA – GWEN BAUMEL
Gwen shared that Milwaukee's healthcare alliance is interested in working with the GGBHA and FVHCA to create statewide standardized modules. Milwaukee currently does not have modules and would like to use the GGBHA modules as a basis. **A GGBHA representative from each hospital was asked to work on this initiative.**

GGBHA MODULE SIGNATURES – JOANN SWANSON
JoAnn asked if an electronic signature will suffice or is a hand written signature required for the *'Confidentiality Agreement and Acknowledgement of Completion of Orientation Modules for Students and Faculty'* form. What are the legalities? What is acceptable by the accrediting body? Schools keep the completed forms. A student email stating they have completed the form can serve as a legal document, in addition to signing the form.
- ✓ **Site members were asked to check their organizations' policies for electronic signatures.**
- ✓ **Gwen will check the legalities regarding an electronic signature.**

CLINICAL PLACEMENT SOFTWARE
Members are moving forward with piloting CastleBranch clinical placement software during summer 2018. One hospital and school will pilot the software. **Gwen will follow-up with an Aurora representative to learn more about a pilot.**

NEXT MEETING DATE/TIME/AGENDA
The next meeting of the GGBHA Clinical Subcommittee will be on **Friday, March 9, 2018 at Rasmussen College, 8:30 to 10:00 a.m.** Agenda items include the following.
- ✓ Mandatory Modules Review *(Standing Agenda Item) Due to time constraints, please review the modules prior to the meeting. For multiple proposed edits, please make a copy of the page(s) with changes highlighted.*
- ✓ Electronic Signature: Confidentiality Agreement & Module Completion Confirmation Form
- ✓ Statewide Healthcare Alliance Updates – Including Standardized Modules
- ✓ Clinical Placement Software
  - o Eastern Wisconsin Alliance meeting on March 29, in Oshkosh, 9:00 a.m.-12:00 p.m. – GGBHA representation is needed.
  - o Four live CastleBranch demos before the March 29 meeting - Bring questions to the March meeting.
  - o Pilot CastleBranch – Summer 2018