

Greater Green Bay Healthcare Alliance
CLINICAL SUBCOMMITTEE MEETING MINUTES
Wednesday, September 12, 2018
Rasmussen College – 8:30 to 10:00 AM

ATTENDEES: Laura Janssen-Aurora, Kari Liebeck-NWTC, Annie Short-NEW AHEC (via phone), JoAnn Swanson-Bellin College, Cindy Theys-NWTC, Cindy Van Dyke-UWGB, Kelly Verhasselt-Bellin Health, Debbie Thompson-NWTC

RECAP

Clinical Instructor's Orientation

The updates, site, and breakfast went well. This year's PowerPoint presentation is live on the website. The event conflicted with another conference, decreasing attendance. However, scheduling conflicts may be unavoidable. Members agreed to hold the event again at Bellin College in August 2019. **JoAnn will bring available dates to the 10/12/2018 Clinical Subcommittee meeting.**

Eastern WI Alliance

A recap of recent meetings will be shared at the 10/12 Clinical Subcommittee meeting. There is an October 10 meeting at the Aurora Medical Center in Oshkosh, 9:00 to 11:30 a.m. When details are announced, members will connect to coordinate carpooling.

To streamline and standardize the student modules for clinical placement, Laura Janssen, a Director of Quality from Aurora Oshkosh, and another student placement coordinator from Aurora's south market created the following module with the help of an instructional designer. There are four sections in the module. It is not final and open for edits, tweaks, etc. Members are encouraged to review the module. Contact Laura with any comments or suggestions.

RN PRECEPTOR HANDBOOK REVIEW

The RN Preceptor Handbook was reviewed and updated, incorporating JoAnn's changes. In addition, the listing of the individual colleges/universities from page 2, paragraph 1, was deleted, making the handbook more inclusive. **The updated RN Preceptor Handbook is live on the GGBHA website.**

ELECTRONIC SIGNATURE POLICIES & LEGALITIES: CONFIDENTIALITY AGREEMENT & MODULE COMPLETION CONFIRMATION FORM – GWEN BAUMEL

Deferred for the 10/12 meeting.

HEPATITIS B VACCINE SERIES: HEPISLAV – CINDY VAN DYKE

As of a couple of months ago, CastleBranch has on their website that the 2-injection series (4 weeks apart) meets their vaccine criteria. CastleBranch customers must approve this and if they do not agree, they need to contact them. The 3-injection series is still an option. **GGBHA hospital reps, Laura and Kelly, will confirm with their facilities and report back to JoAnn. JoAnn will contact Karolyn, HSHS.** The website will be updated based on their feedback.

CLINICAL ASSIGNMENT PROCESS – KELLY VERHASSELT

A uniform form will be created that lists; clinical students' names, **dates and times** they will be on the floor, patients' initials and their rooms the student is assigned. If possible, a picture of the student will be included on the sheet. The form will be bright and noticeable and can be posted on the unit by the student 'May and May NOT Do' list. Each school will be color coded, include their school logo, and instructor's contact information.

- ✓ JoAnn and Kelly will create the draft. **Anyone with similar form examples can send them to JoAnn. JoAnn will contact Julie Williams for some assignment sheet examples.** Once approved, the form template will be linked on the website.

SITE ELECTRONIC ACCESS & INSTRUCTOR COSIGN REMINDER – KELLY VERHASSELT

- ✓ Instructors and students need to establish Pyxis and Epic electronic access during their site orientation, prior to working on the floor.
- ✓ Please remind instructors to cosign for students before leaving the floor each assigned day.

WEBSITE CONTACT LIST - ADDITIONS

Members are going to pilot adding contact information to the website contacts list for unit department leads, team leads, and site educators. Laura and Kelly are okay with piloting this. **JoAnn will contact HSHS reps for their feedback.**

NEW CLINICAL INSTRUCTOR ORIENTATION PROCESS – KELLY VERHASSELT

Kelly asked education reps how long the site orientation process is for instructors. Education reps shared that if the instructor is new, their orientation can be anywhere from 4 to 8 hours. If the instructor is familiar with the unit, they may not need to orientate the whole 4 to 8 hours.

CLINICAL PLACEMENT SOFTWARE UPDATE & CASTLEBRANCH UPDATES

There are no updates. Aurora delayed the pilot until at least spring.

DATE CHANGE OF THE RECURRING CLINICAL SUBCOMMITTEE MEETINGS

Members are asked to consider the first or fourth Friday of each month, 8:30 to 10:00 a.m. for the Clinical Subcommittee meetings. The date change will be on the 10/12 Clinical Subcommittee agenda.

LEGISLATIVE BREAKFAST

OCTOBER 8, 2018 – LIBERTY HALL CONFERENCE CENTER - KIMBERLY, WI – 8:00 TO 10:30 AM

The purpose of the meeting is to move nursing education forward and strengthen its workforce. **See attachment for details. Contact JoAnn Swanson or Brian Krogh if you can attend.**

SMART CHART – CHAIN OF CUSTODY PRACTICE - NURSING FACULTY & NURSING STUDENTS – LAURA JANSSEN

The DEA and Wisconsin DSPS require the chain of custody for controlled substances be documented. If a controlled substance is removed from Pyxis under a caregiver's name but passed onto another caregiver prior to administration to the patient, this transfer must be documented.

The nurse pulls the 'Chain of Custody' flowsheet and starts the process. The nursing student who administers the drug must also log into Epic to add their name to the 'Receiving Caregiver' row. **Faculty need to be aware that this practice is now mandated at Aurora. See the attachment for details.**

NEXT MEETING DATE/TIME/AGENDA

The next meeting of the GGBHA Clinical Subcommittee will be on **Friday, October 12, 2018 at Rasmussen College, 8:30 to 10:00 a.m.** Agenda:

- ✓ 2019 Clinical Instructor's Orientation – Set Date
- ✓ Electronic Signature Policies & Legalities: Confidentiality Agreement & Module Completion Confirmation Form (further clarification) – Gwen Baumel
- ✓ Website Review (Standing Agenda Item) – ***Due to time constraints, please review the website prior to the meeting.***
- ✓ Hepatitis B Vaccine Series: Hepislab
- ✓ Clinical Assignment Form – Kelly Verhasselt & JoAnn Swanson
- ✓ Eastern WI Alliance Updates
- ✓ Website Contact List Additions – Unit Dept. Heads, Team Leads, Site Educators
- ✓ Date Change for Recurring Clinical Subcommittee Meetings
- ✓ Next Meeting Date/Time/Agenda