

MEDICAL OFFICE SUBCOMMITTEE MEETING MINUTES

Friday, October 14, 2016

Rasmussen College, 10:00 to 11:00 a.m. Room 115

(The meeting will be held after the Clinical Subcommittee meeting)

Attendees: Cindy Theys, NWTC; Richelle VandeBerg, Rasmussen; Gwen Baumel, Aurora Health; Samantha Behling, BCCTC; Sandy Folsom, NWTC; Tina Broderick, NWTC; Katie Olp, Rasmussen

1. The meeting time of the second Friday of the month at 10:00 a.m. does not work for everyone. It would be more productive if we could determine a day and time that would work for more members to attend the meetings. Particularly the clinical site organizers to provide their input on developing a tool and a process that is more proactive and less cumbersome when setting up clinical site assignments for students. Cindy will develop a survey and send out to all members to determine what day and time works best for most of the group.
2. The group reviewed the spreadsheet developed by Kathy from Bellin for setting up clinical site assignments for students. The group talked about what the ultimate goal and objective of developing a tool and a process. There currently is not a consistent process across all sites and it can be cumbersome for the clinical site coordinators. From the College perspective, it would be helpful to have a more predictive or proactive model rather than reactive. It can be difficult to find placements when there are larger groups of students. It would be helpful to develop a timeline for the submission of requests to the clinical site coordinators.

It would be very helpful to get the clinical site coordinators perspective on what is working well with the current process and what they would like to see changed or improved. The survey Cindy will be sending out will assist in setting up a meeting that most if not all members can attend and obtain comprehensive feedback from all perspectives. This will enrich the conversation and allow the group to gain a better understanding of what the process and solution should look like.

3. Preceptor Handbook – This will be on the agenda for the next meeting. The group agreed that they would evaluate the current handbook and modify as they see necessary. Everybody is to bring their handbooks to the next meeting and the group will review and make suggestions for changes.

The next meeting will be held on November 11th at 10:15 a.m. Agenda items will include:

1. Survey results for follow up meetings
2. Preceptor Handbook review