



MEDICAL OFFICE SUBCOMMITTEE MEETING MINUTES

Friday, February 12, 2016

Rasmussen College – 10:00 to 11:00 AM

ATTENDEES: Gwen Baumel-Aurora, Monica Erdmann-Ministry Health Care, Veronica Kruse-Globe University, Cathy Mraz-Hoffman-Bellin Health, Katie Olp-Rasmussen College, Cindy Theys-NWTC, Debbie Thompson

Schools should discuss accreditation and the importance of form completion, as this is an accreditation requirement.

Student Evaluation of the Clinical Site OR Precepted Clinical Form

Cindy, Katie and Veronica will compare the forms they are currently using and create a standardized form that meets accreditation bodies. Since the 2/12/2016 meeting, the current form was updated on the website to include; clinical start and end dates, first and last name(s) of instructor or preceptor(s).

Employer Survey

A standardized employer survey is needed. It is important to know if students are getting hired at their clinical site. HR sometimes does not respond to some of the college employer survey questions. Gwen will consult with Aurora staff regarding the survey and report back. Members will try to determine who is completing the survey at Bellin and Prevea and go from there.

Preceptor Handbook

Concerns regarding preceptors unsure of their role were discussed. The current preceptor handbook will be edited for the medical office setting. Preceptor and student roles will be established and refreshed annually. Evaluation forms will be created/edited. Efforts will be made to make medical office leadership, of precepted sites, aware of this initiative.

NWTC created a Blackboard tutorial that was made available to all preceptors. Cindy will see if she can get access to the tutorial and report back to members.

Epic Access Request

Members will try using the newly created standardized form.

Student Epic Training

Standardized Epic student training was discussed. Faculty can teach the common Epic pieces, as the recently completed core module provides procedures common to all sites. Differences will be shared with students when they are at each of the clinical sites. Cindy reported there is grant funding that could be used for this training.

Clinical Site Evaluation of Students (Instructor Led)

The current form will be edited for the medical office setting. Questions will include preparedness, customer service skills, and professionalism. Since the 2/12/2016 meeting, the current form was edited on the website to include "For Instructor Led Clinicals".

NEXT MEETING

The next meeting of the Medical Clinic Subcommittee will be on **Friday, March 11, 2016 at Rasmussen College, 10:00 to 11:00 a.m. Standardization/creation of forms and the preceptor handbook will continue to be discussed.** Members are encouraged to bring a copy of the forms they would like to have standardized.