

**COMPUTERIZED CLINICAL PLACEMENT SYSTEM
STEERING COMMITTEE MEETING
JANUARY 26, 2011; 1330 – 1600
CHILDREN’S HOSPITAL CENTRAL CALIFORNIA**

PRESENT: Sarah Wright, Sharon Andrews-Boock, Denise Vermeltfoort, Patricia Lindsey, Joan Murphy, Pat Brown, Karen Roberts, Esther Castaneda-Wilson, Carla Milton, Brenda Starks, Carolyn Drake, Stephanie Robinson, Karen Ormsby, Lynne Ashbeck, Pilar De La Cruz-Reyes, Laurel Friesen, Kathie Allred, Ellen Woods, Jayne Moore, Tara O’Dell, Kelly Price, Sherri Abbott, Sue Smile-Janecek, Carol Bradford, Sylvia Silva, Charles Freeman, Carol Fernandez, Mariamma Mathai,
EXCUSED: Jenelle Mason, Yvette Ross, Kitty Cazares

TOPIC	DISCUSSION	OUTCOME
Welcome, acknowledgement and agenda approval	Tara O’Dell announced that National University has a new director for their nursing program, Donna Small. Dr. Jayne Moore will be working in a different capacity.	Meeting called to order at 1335; self introductions made; acknowledgement given to Children’s Hospital of Central California for hosting the meeting. No changes to agenda; Congratulations to Dr. Jayne Moore who has been promoted to Director of Expansion for National University.
Review of Minutes	The minutes of the October, 2010 meeting were reviewed. One change made under “Policies”. Statement should read “Academia is to let the agency student coordinator know if there is a change in faculty” (remove the word “staffing”). Motion to approve the minutes with the correction made by Sue Smile-Janecek and seconded by Sarah Wright	Minutes approved.

<p>2011 CCPS Invoice Process</p>	<p>Pilar explained how the process for this year's MOU's was supposed to work. Each agency was to electronically sign the MOU. Once the signed MOU was received by the Fresno Hospital Council office, then a copy would be sent to the Sacramento Hospital Council office which would then send out the invoice. There was some confusion by some agencies who were asking for their bill. It may have been the statement regarding the late fee in the MOU that might have been confusing.</p>	<p>Signed MOUs are now due in the Fresno Hospital Council office.</p>
<p>2010 Budget</p>	<p>Pilar shared the 2010 revenue and expense budget with the committee as well as the projected revenue and expenses for 2011.</p> <p>Jayne Moore shared a recommendation from a committee regarding making the charges for academia and service be the same in the 4 tiers that are presently established. This led to much discussion regarding the equality of the charges. The LVN schools are not able to place all of their students in acute care facilities like they would like due to the fact that hospitals are limiting clinical experiences for LVN schools because of the large number of requests from the RN programs and preceptorships and</p>	<p>2011 budget includes indirect expenses for the Hospital Council as well as salary adjustments for the Data Administrator to allow for more hours and the Project Administrator.</p> <p>This recommendation will need to be readdressed because not all the players were at the table. The following people agreed to serve on this committee: Brenda Starks, Mariamma Mathia, Joan Murphy, Stephanie Robinson, Carla Minton, Charles Freeman, Sylvia Silva, Donna Small (recommended by Tara), Laurel Friesen, Denise Vermeltfoort, and Lynne Ashbeck. Denise and Carla will co-chair and call the meeting, Lynne will serve as the facilitator.</p> <p>3 charges for the committee</p> <ol style="list-style-type: none"> 1). Propose the rates for 2012 year using 4 tiers for service and academia; 2). Develop a policy on how LVN schools should

	<p>also because hospitals are no longer using LVNs in their facilities.</p>	<p>be charged for using the CCPS system (i.e. based on number of students in the program versus number of students placed via the CCPS system) 3). Develop a policy for the time frame that needs to be in place when hospitals notify academia that their students will not be given clinical placements. Carla will check with the Director of the CMC clinics to see if they are still accepting LVN students and let the committee know.</p>
<p>CCPS Enhancement Recommendations</p>	<p>CMC had proposed four requests for changes on the system to better enhance usage. Phone conference was held with Ann Burgess, Marlene Ruiz and David, the Web Master of the system to see whether the changes could be made (i.e. Can the system reject requests for student placements once the unit is full, limit the number of floats on a unit, restrict student levels, or block days that units are not available?</p> <p>Committee also requested to be able to see the calendar by unit. It was suggested that a sample of what was needed be emailed to Sharon.</p> <p>Sharon stated that there were glitches in the update last weekend and the Webmaster would be trying to update again this weekend. Everyone was asked to avoid the website during the</p>	<p>Discussion revealed that the changes that were being proposed would be too costly to implement at this time, plus it would result in too many individual system overrides. It was suggested that if all the hospitals kept their profiles up-to-date that the schools would be able to use them as a requesting tool. If your profile needs to be updated, email it to Sharon so that it could be submitted to American Data Bank and loaded onto the website.</p> <p>American Data Bank website, (www.sjvnec.org), needs to have your information loaded, such as student guides, etc. Review the site and see what other schools and agencies are doing.</p> <p>System will be down this week-end starting Friday evening at 5:00 pm until Monday morning. Most of the updates are internal. Some user changes will be that Preceptorship requests will be entered differently, plus users will be able to change passwords and hide items on the dashboard that they do not want to view when working on the website.</p>

	upgrade.	Website updates will be posted on the dashboard as soon as they become available.
CCPS Calendar	Sharon reviewed the calendar dates with members.	<p>March 4th is the deadline for schools to submit their placement requests;</p> <p>March 11th: Conflict resolution meeting; all schools must be in attendance;</p> <p>March 18th; classes will be released to agencies</p> <p>March 23rd, Optional training /open computer lab</p> <p>May 16th, Data Administrator to release all late requests</p>
Background Checks for Faculty	<p>Nursing Faculty is required to have a background check and drug screen just like the students if it is required by the hospital in order for faculty to do a clinical rotation in their facility.</p> <p>Agreement was made sometime ago that since faculty go through an extensive background check upon hire, that the background check done by the school (LifeScan) will be acceptable if it includes a drug check. If the faculty member misses one semester of teaching and then returns, that they would not have to go through another background check in order to lead a clinical group in the hospital. However, if they are out two or more semesters and then return, they would need to repeat the background check and drug screen.</p>	<p>While this is the agreement that was made by the steering committee, it was not written as a policy. A policy needs to be developed.</p> <p>Charles Freeman will send their facility policy which uses LifeScan to Pilar and it will then be sent out to the steering committee for review.</p>

Background check vendors	Question was asked whether the steering committee wanted to explore other vendors for background checks. Do we need to invite interested vendors to present their product?	Committee members all agreed to stay with American DataBank as the service is very good. Do not want to have to look at other vendors at this time. Will sunset this discussion until 2012.
Policies	We need to put together all our policies in one place, develop policies where needed and make them available to all. Have received some policies from San Diego and the BASC also has some policies in place that we need to review to develop our own.	Pilar will pull together the committee that developed the Faculty/Student Orientation Booklet to identify the policies needed, begin the process of writing them and putting all together in one place. Committee members include: Sarah Wright, Laurel Friesen, Karen Roberts, Stephanie Robinson, Kathie Deitz, Sherri Abbott, Sylvia Silva and Pilar. A meeting will be called within the next 2 months.
Faculty/Student Orientation Booklet	It is due for its annual review.	Policy committee will be asked to review it and bring recommendations to the next meeting.
Electronic Medical Records	Several hospitals will be implementing their electronic medical records program in the next year starting in June. Schools and Sharon need to know the dates that the hospitals will not want to have students on their units in order to allow their staff to learn the system.	Hospitals need to post the dates that they will be “blocking” for student rotations on the SJVNEC website so that all of the schools will have plenty of notice. Please do this as soon as you know the dates.
Adjournment		Being no further business, the meeting was adjourned at 1535.
Next meeting	We will go back to meeting at National University since their remodeling will be completed. Tara reserve a room for the committee. Need the tables to be in a U-shaped fashion so we can see each other as we speak.	The next meeting of the CCPS Steering Committee will be Wednesday, June 15, 2011 from 1330 – 1600 at National Univesity.