



**CCPS STEERING COMMITTEE MEETING  
TUESDAY, SEPTEMBER 27, 2011  
1300 – 1600  
NATIONAL UNIVERSITY  
20 RIVER PARK EAST  
Room 223**

**Summary**

1. Welcome and Introductions
  - Thank you to National University for their hospitality for today's CCPS meeting.
2. Review of Minutes
  - The June 15, 2011 meeting minutes were approved as distributed.
3. CCPS 2012 Fee Structure
  - 2012 Budget: the Hospital Council staff has not yet finalized the budget, so an estimated amount was used in the fee scenarios described by Denise Vermeltoort.
  - Service Provider Fees for 2012: in general, the hospitals represented at the meeting were in agreement to equally split their 50% share of the overall budget. There was discussion about whether each hospital location or license would be subject to an equal part of the fee. Lynne Ashbeck will discuss this offline with the larger hospital systems.
  - Academic Fees for 2012: Denise discussed an alternative method to the tier system used in the previous two years. The proposed method would be based a cost per number of students who used the CCPS program and were actually placed (not attempted to be scheduled). All students who were placed (RN, RT, etc.) counted will be counted as "billable". A more accurate estimate is needed from each Academic Partner so that billings may be prepared. Fresno City College thought that this would be cost prohibitive and volunteered to chair a smaller committee to meet offline and propose another method. It was agreed that Carolyn Drake would chair this committee and return a proposal to Lynne Ashbeck not later than October 15. If a workable and agreed-upon proposal was not reached, Lynne would update the tier method with current dollar amounts and apply.
4. Faculty/Student Orientation Booklet
  - It was noted that the bomb threat questions do not match. Action: This section needs to be revised and the subcommittee will be asked to use the information provided by Laurel Friesen of Kaiser for the revision.
5. CCPS upgrades
  - Sharon Andrews-Boock recognized Adventist Health/Central Valley Network for their funding of several enhancements to the CCPS online program. The program now shows "totals" as well as "floats" and the print screen function will print all the pages and not just a screen shot. Thank you Adventist Health!
  - Sharon also reviewed the 2012 calendar; a copy is included with this summary.
  - Sharon will add the following to the system: AH would like Medical Assistants in the Clinics and VA would like CNAs. AH will consider adding CNAs after successfully assimilating MAs.
  - Sharon reminded all using the system to use consistent abbreviations:
    - ✓ RCP = Respiratory Care Practitioner
    - ✓ Rad Tech = Radiology Tech
    - ✓ RT = Respiratory Tech

- ✓ MA = Medical Assistant
- ✓ CNA = Certified Nursing Assistant

- Hospitals request that schools submit student rosters (refer to the forms found on the CCPS website) (some prefer Excel format) ahead of time (4 weeks advance notice) to allow for smooth in-hospital security, HR, Medical Records, etc.) processing.
- All CCPS participants are asked to review their information on the CCPS website for accuracy; please submit corrections to Sharon, who will forward to the Web Master.
- Limit typing in “Comments” section; be brief and succinct; don’t repeat information found elsewhere in the request.
- Preceptorship comments: include student name, phone and email contact.

6. Operations Manual

- Formal acceptance was deferred to the next meeting (December 6)

7. Background checks

- Current vendor vs. exploring others: the group agreed to remain with American Data Bank. Students may obtain immunizations from them, but the cost is more.
- Discussion about shot requirements for instructors and students; immunizations must be current through active period
  - ✓ Hospital representatives are asked to send their immunization policy (including requirements for a positive Hepatitis test) to Lynne for review, compilation and distribution to this group.
- Flu shots are not mandatory, but effective 4.12.12, the CDPH requires hospitals to maintain a list of which employees (instructors and students) have not received a flu shot.

8. CCPS survey results

Pilar reviewed the 2011 survey results. For the 2012 survey, Committee members suggested that we omit the neutral choice and add an N/A option. The next survey will be sent in August 2012.

9. Requests

- Student and instructor badge changes
  - ✓ Send list of students/instructors in Excel format (CRMC)
  - ✓ Carla & Jaspreet load from template on CCPS website
  - ✓ Badges will be collected at the end of each semester. Suggestion: ask the instructor to collect her class badges and take them to HR.

10. Other

- Preceptor requests: no one is to ‘go outside’ of the CCPS system because then we do not have accurate counts on the website, especially with preceptorships because each request is for one student only. We want to make sure that we account for everyone using the system.
- Community Hospital facilities ask that scheduling not be done October 4 on due to EPIC go live (EMR)
- Hospitals requesting information re: student scope of role and responsibility so that bedside RN knows what do expect of students.
  - ✓ Instructors are requested to post their student responsibilities at each unit the first day of service
  - ✓ Schools are requested to post class syllabus to the CCPS website
- Next meeting scheduled for **December 6, 1-4 pm, at National University.**