



CCPS STEERING COMMITTEE MEETING
WEDNESDAY, FEBRUARY 22, 2012
1:30 – 3:30 PM
NATIONAL UNIVERSITY
20 RIVER PARK EAST, Room 226
SUMMARY

1. WELCOME AND INTRODUCTIONS

Lynne Ashbeck welcomed all to the meeting and self- introductions were made. National University was thanked for providing the room and equipment, and American Data Bank was thanked for providing the refreshments.

2. INTRODUCTION OF NEW PROGRAM DIRECTOR

Lynne introduced Gloria Fitzgerald as the new CCPS Program Director.

3. AMERICAN DATA BANK UPDATE

Susan Bourdelais and Angela Kwon were introduced from American Data Bank and gave an update on current systems changes and future program application availability.

- a. Students now have electronic signature capabilities for better tracking (demonstrated).
- b. All forms are kept by ADB and Schools will have easier access to them. Hospital access is planned for the future.
- c. Electronic arrangements are made on line for drug screens with easier sign up and payment for students. Labcorp is now the lab used for this screening and locations in our area will be given to the students when they sign in. Emphasis is put on their responsibility to follow through.
- d. Expiration dates for student tracking needs can be set by individual schools.
- e. Schools have easy access for compliance status tracking for students on line.
- f. The new AMS (Applicant Management System) was introduced. It should be ready by the end of 2012.
- g. The new paperless drug service system that will be replacing the current system was introduced and more information will be available later.
- h. The new Immunization Tracking System was introduced and a question and answer period followed. The system will track compliance in all areas needed for accreditation in both the schools and hospitals. (including CPR). It is designed for easy checking and student accountability. The steering committee is being asked to decide if it should be an area wide endeavor or if each school will sign up individually. There are two basic levels of participation with the costs going to the student. The Basic Program is \$20/year and the Advantage Program is \$25/year. The group will take this under advisement and make a decision as to how we want to utilize this program. This will be on the next agenda.

There was a short break before the business meeting commenced.

4. REVIEW OF MINUTES

The minutes from the December 6, 2011 meeting were reviewed and accepted as presented.

5. CCPS 2012 OPERATIONS

- a. The 2012 invoices were mailed out in January, and all but 5 of the participants have paid in full for this next year. The 5 remaining will be rebilled this month. Everyone was thanked for supporting the program with prompt payment and involvement.

- b. Sharon requested updated member information be submitted for updating the website. The roster with names and addresses were passed around for the update.
- c. Our project is now expanding into the Allied Health arena and Sharon is currently working with several schools with RTs, Rad techs and MAs. We will be contacting potential clinical sites and recruiting them into our program as needed
- d. Sharon discussed the new site upgrades: The calendar now shows floats; Reedley is now on the program; school training is now complete, but Sharon will continue to provide scheduled training dates for those who are new.
- e. The deadline for entering requests is 3/23. March 30th is the mandatory conflict resolution meeting.
- f. Everyone was reminded to not post full SSNs on the site.
- g. Everyone was reminded that post conference time should not be a part of the requested time. There is a spot at the bottom of the form for conference time and place.
- h. The Hospitals reminded the schools to please let the hospitals know if there is a reportable student incident. An e-mail to the academic coordinator will suffice.
- i. The Operations Manual was e-mailed to everyone. Everyone was requested to please take time to review it before the next meeting for approval or changes.
- j. The Student Orientation manual was also sent to everyone. Everyone was also reminded to review it for action at the next meeting. Standardization of Hospital codes is still not done.

6. 2012 COMMITTEE CALENDAR

Mandatory Conflict Resolution Meeting: March 30, 2012 0900-1200, National University

Next Steering Committee meeting: May 15, 2012, 1330-1530, National University

Everyone received a calendar in their packet. Please mark your calendar with these dates.

7. CCPS ISSUES AND CONCERNS

There was some concern noted that some hospital facilities are waiting until almost too late to confirm the schools' schedules. This will be taken up with the specific facilities concerned.

8. ADJOURNMENT

There being no further business at this time, the meeting was adjourned at 3:45 pm.