

CCPS STEERING COMMITTEE MEETING
WEDNESDAY, NOVEMBER 14, 2012
1:30 – 3:30 PM
NATIONAL UNIVERSITY, 20 RIVER PARK EAST, Room 226
SUMMARY

1. Welcome and Introductions

Gloria Fitzgerald welcomed all to the meeting at 1:40 pm and self-introductions were made around the room. National University was thanked for hosting the meeting and providing refreshments.

2. Review of the August 8, 2012 Minutes

The August 8, 2012 meeting minutes were sent to members of the steering committee for review. It was moved and seconded to accept them as presented.

3. CCPS 2012 Operations

Sharon Andrews-Boock gave the current operations report:

Grid:

There is now an option to show 20 (default), 50 or 100 rows on the grid by scrolling down. Although not new, the printer icon between the words Calendar and Export allows you to print a whole grid (no matter how many rows) based on what you have filtered for.

Two fields have been added:

1. Clr will have an asterisk in it if the agency has checked the box on the edit screen that says the students are cleared.
2. Paperclip: a paperclip in this field indicates that there is a file attached to the request.

Filters:

1. Filter for a variety of options rather than for a single one; for example, you can uncheck deleted, cancelled, etc. and just view active items.
2. The Conflict list is accessed on the Prm/Pcp/Conflicts button
3. You can leave the system and return to the same filter you were using
4. To clear a filter, go to the Quick Nav (navigation) area and click on ALL
5. Date range filter: You now have the added option of previous year in addition to the usual Current and Next. Of course, you can change the date range to anything you want and the filter will include any request with dates that fall within the range you set.

Exports:

1. All Fields: Yields all the fields on the system with the school entry info followed by the agency info for each item. Agency fields are in gray. The export has the same coloring as the grid in terms of who made the last entry.
2. Limited with calendar: This includes the critical fields and has a bar-like chart on the right with the first and last dates shaded in for all the requests that fall within the filtered time period. This is a good way to look at preceptorship requests that the system does not analyze for conflicts since they are generally varied days and varied shifts.
3. Special SJV w/Calendar: This is a special report requested by SJV's Kaiser system and only has the school data in it plus two fields they use to input their own data.

Messages:

Messages are now keyed to user request types. Messages only go to users that are in the select request type(s), and only those users will see the messages on the dashboard. The default is to send to all users.

The current budget status was reviewed. Lynne Ashbeck commented that the Hospital Council will be reviewing their overhead expense allocation. The System Maintenance agreement is still waiting corrections, but should be in place for next year and will be presented at the February 2013 meeting. There are still 2 Academic Organizations that have not paid their fees. The 2013 invoices will be sent out in January. One school no longer has students and will be removed from the list.

The annual survey results were sent to committee members for their review. There was more positive than negative noted in the survey with some good suggestions that were discussed at the meeting. Some of the requests will be taken back to our web master for consideration and it was a good opportunity for learning for the members (regarding the e-mail potential and the attachments that are available). Sharon has made herself available for one-on-one instructions and reviews for anyone needing some help. The day of the week for the future meetings will be on Wednesdays per the majority of the responses. Everyone was requested to send any other questions, suggestions or concerns to Gloria for further follow-up.

4. **2013 CCPS Program**

The 2013 Calendar was approved as presented. It was called to everyone's attention that the meeting dates are on Wednesdays as requested by the majority of the survey participants and Deadlines for Academia and Service are highlighted with an asterisk. It promises to be a full, busy year.

The budget projections were presented and will be finalized for approval at the February meeting as we are still waiting for the corrected San Diego Serve-ED Link Support proposal. The Fee Structure Ad Hoc Committee report was given by Stephanie Robinson. The committee has recommended that the fee structure stay as it is at the present time. The fees are not that high as is and in all fairness to our members, outside utilization should be kept to a minimum with our local students being our priority for placement. An ongoing effort will be made to bring all clinical sites and schools under the CCPS Program.

A form for the projected numbers of students from each school was available for correction or completion by the schools present at the meeting. The finalized form will be presented at the February meeting.

The updated CCPS MOU will be ready to present in February. There will be minimal changes to allow for those already in our group to not have to make major changes through their legal departments. The addition of Allied Health students make some minor changes necessary.

The request to attach Instructor CVs to the system was discussed at the request of the Academic/Service Partnership. At this time, there is a maximum of two attachments and those are used for immunizations and class rosters. The discussion that followed resulted in a plan for the Clinical Setting Partners encouraged to communicate with the School Directors with their concerns about Instructor qualifications. The Schools are going to share with the Service Partners the BORN requirements and how they are met and Service will present their requirements to the school. This open dialogue will help put the right instructors in the right clinical settings. Everyone wins, especially the students. Each school will send their new Instructors' CVs to the Director Education for input. To make this an equitable process for all, it will be taken back to the Academic/Service Partnership for further input and finalization.

The Academic/Service Partnership also requested that the process from each clinical site be clarified with our committee. Preceptorship assignment processes in the Clinical sites vary from site to site. Those present defined their processes and each school will seek their own information with each site they utilize.

5. CCPS Issues and Concerns

There was a discussion regarding some member concerns with American Data Bank. These will be discussed with them and they will be invited to come back in February for an update on their services as well as providing answers to the concerns by some of our committee members.

It was requested that a notice go out to all those that are not meeting their deadlines in a timely manner. This will be done in the future.

Sharon will work with our webmaster to provide a form of alert on the dashboard for any “comment section” communications.

The next Steering Committee meeting will be Wednesday, February 13, 2013, 1:30-3:30 pm, National University, Room 226.

There being no further business, the meeting was adjourned at 3:15 pm.