

**CCPS STEERING COMMITTEE MEETING  
WEDNESDAY, OCTOBER 22, 2014 ~ 1:30 – 3:30 PM  
NATIONAL UNIVERSITY, 20 RIVER PARK EAST, Room 226  
SUMMARY**

| TOPIC                               | DISCUSSION   | OUTCOME   |
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| Welcome/Introductions               | Meeting called to order at 1336 by Pilar De La Cruz -Reyes.  | Pilar welcomed the members and self –introductions were made. Special thanks to National University for hosting this meeting and for the refreshments.  |
| Review of April 2, 2014 Minutes     | The meeting minutes were reviewed.   | The meeting minutes approved as distributed.  |
| Streamlining the immunization sheet | Pilar reviewed the email dated 10.22.14 from American DataBank. Discussion continued about creating an Immunization Roster that would meet the highest clinical standard for our students. SAMC seems the most stringent and KP is the easiest to follow.  | Pilar will review and compare immunization reporting forms from SAMC and KP and add to next meeting discussion forum.   |
| Instructor names and rotation times | Discussion about agreed-upon timelines: a new instructor should be posted 2 weeks or 10 business days prior to start of rotation to allow for adequate orientation at the clinical site. A school cannot bring students to the site if the instructor has not been oriented. The instructor's name must be updated in the CCPS program. Not all orientation times are standard; they range from 1 to 4 days. Schools are sensitive to the length of orientation because of salary impacts. Does Joint Commission stipulate that staff orientation is the same as teachers? | <p>Pilar to send a link for a quick survey about clinical requirements for staff orientation and compare results to CCPS orientation manual.</p> <p>Pilar check with ADB &amp; CB about automating the student test in the CCPS Orientation Guide (at no cost) with the test results posted to Student Profile.</p> <p>Re: lifting patient legislation: how do we sign off in orientation? We will discuss at future meeting.<br/><a href="http://www.dir.ca.gov/dosh/Safe_Patient_Handling.htm">http://www.dir.ca.gov/dosh/Safe_Patient_Handling.htm</a></p> |
| CCPS 2014 Operations                | <u>2014/15 MOUs</u> : all MOUs have been returned.<br><u>2014 Budget</u> : YTD information was reviewed.<br><u>2014 Survey</u> : The survey results were reviewed.   | Find the MOU at link at the bottom of this page.  |
| CCPS 2015 Operations                | <u>Faculty &amp; Student Handbook</u> : was reviewed<br><u>Operating Manual</u> : was reviewed   | Further updated needed; will be reviewed at next meeting. Find these documents on the link below.   |

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|  | <p>The <u>2015 Budget</u> was reviewed. Motion by Gwen Ross and seconded by Stephanie Robinson to accept; a membership vote passed with no dissenting members.</p> <p>The 2015 Calendar was reviewed. Discussion followed about attendance at the Conflict Resolution meeting. All agreed (no dissentions) that all schools must attend to work out as many issues as possible. A school not attending will have its clinical requests considered last.</p> <p>Instructor Contact List: a request was made to have a report that will list all instructors and a contact phone number.</p> | <p>Hospital Council staff will review the updated list of schools and associated number of students using the system to determine if fee adjustments are warranted.</p> <p>Hospital Council staff will work to email 2015 Fee Invoices by November 12 to allow processing time before the Holidays.</p> <p>The 2015 Calendar was approved.</p> <p>Pilar will ask the programmer for the cost to add this report.</p>   |
| Background check and Immunization Vendor | <p>Pilar suggested that it is time (after 7 years) to consider options for vendors. All agreed that we would expand our next meeting (1.28.15) to four hours and ask the vendors to host the lunch.</p> <p>A committee was formed to establish selection guidelines for the vendors. Members will use this form at the 1.28.15 meeting.</p>  | <p>Pilar will ask ADB and CB to each make a 30-minute presentation at the 1.28.15 meeting.</p> <p>Pilar will convene a committee meeting with these members:</p> <p>Academic      Stephanie Robinson, Fresno City<br/>                         Charles Freeman, West Hills<br/>                         Belen Kersten, COS</p> <p>Clinical        Carla Milton, Community Medical Centers<br/>                         Bobbi Mueller, San Joaquin Rehab Hosp.<br/>                         Alice Fisher, Saint Agnes</p> |
| Misc. Issues                             | <p>ADB stated that all hospitals must agree on one badge format in order for them to print badges for students and teachers.</p> <p>Fresno County DPH is mandating that all acute care staff receive a flu shot or wear a mask during flu season.</p> <p>Various effective dates were mentioned by hospitals in attendance.</p>  | <p>No action.</p> <p>This will be updated in the Faculty/Student Handbook and discussed at the next meeting.</p>   |

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|  | <p>Veteran nurses will march in the November 11 Veteran's Day parade.</p> <p>Hospital Council is offering LEAD Academy for recently hired, newly appointed or previously untrained health care leaders to better understand and use their strengths.</p> | <p>For more information:<br/> <a href="http://www.hospitalcouncil.net/lead-academy">http://www.hospitalcouncil.net/lead-academy</a><br/>         Classes start November 13 in Fresno!</p>   |
| Adjournment                                  | Being no further business, the meeting was adjourned at 1438.  | Next meeting will be Wednesday, January 21, 2015, 12:00-4:00 pm at National University (Room 104), with lunch hosted by ADB and CB. Please invite all those interested in hearing from ADB and CB providing services to our consortium. To ensure an accurate catering count, please FORWARD the Outlook invitation to your colleagues so they can ACCEPT and be counted. |
| There were 34 in attendance at this meeting. |  |   |