

**CCPS STEERING COMMITTEE MEETING  
WEDNESDAY, JANUARY 21, 2015; 12:00 – 4:00 PM  
NATIONAL UNIVERSITY; 20 RIVER PARK EAST; Room 104**

**SUMMARY**

	<b>Discussion topic</b>	<b>Outcome</b>	<b>Action</b>
12:00 pm	<b>Welcome</b>	Pilar welcomed all to the meeting and thanked National University for hosting the room, American DataBank for hosting the beverages, and Certified Background for hosting the lunch.	
12:30	<b>Self-introductions</b>	All present introduced themselves and the school or clinical setting they represented.	
	<b>Review and approval of agenda</b>	Pilar reviewed the agenda; no additional items were added.	
12:40	<b>Presentation by American DataBank</b> (30 minute presentation with 10 minute Q&A)	The representatives from ADB presented their services to the CCPS members and guests.	
1:20	<b>Presentation by Certified Background</b> (30 minute presentation with 10 minute Q&A)	The representatives from CB presented their services to the CCPS members and guests.	
2:00	<b>CCPS Steering Committee Vendor Review</b>	After the representatives from ADB and CB exited the meeting, Pilar led the membership in a discussion of the merits of each of the prospective vendors. Members were also asked to note their comments on the CCPS Vendor Selection Grid and submit them to Pilar for review after the meeting.	After the discussion, Pilar asked for membership voting. The first vote was all hands in the room: 4 for ADB and the remainder for CB. Pilar then asked only educators to vote: 6 for ADB and 14 for CB. Pilar then asked that only 1 representative from each education member vote: 4 for ADB and 7 for CB. Pilar then asked the service members to vote: 0 for ADB and 5 for CB. Pilar announced that the voting results are that CB was selected as the preferred vendor for background checks of the CCPS members

2:45	<b>CCPS Steering Committee General Business Discussions</b>		
	<b>Review and approval of meeting minutes: October 22, 2014</b>	Pilar reviewed the summary from the October 22 meeting.	A motion to accept the summary as presented was made by Dr. Mariamma Mathai of FPU and was seconded by Tammy Galindo of Madera Community Hospital.
	<p><b>OLD BUSINESS</b>  <b>REVIEW:</b> Streamlining immunization sheet  <b>REVIEW:</b> attendance at the Conflict Resolution meeting. All agreed (no dissensions) that all schools must attend to work out as many issues as possible. A school not attending will have its clinical requests considered last.  <b>UPDATE:</b> Faculty Student/Handbook Review  <b>UPDATE:</b> Operating Manual Review  <b>UPDATE:</b> 2015 fees outstanding report  <b>REVIEW:</b> 2015 Calendar of CCPS Events</p>		<p>Faculty Handbook: Pilar will address flu vaccines such that all CCPS students will follow the governing agency of each clinical site.          2015 Fees are due by January 31, 2015 or a 10% late fee will apply.           March 20 is the Mandatory Conflict Resolution meeting for all schools.</p>
	<p><b>NEW BUSINESS</b>  <b>DISCUSS:</b> creating an Immunization Roster that would meet the highest clinical standard for our students; cost of report?  <b>DISCUSS:</b> 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  <b>DISCUSS:</b> lifting patient legislation: how do we sign off in orientation? We will discuss at future meeting.  <a href="http://www.dir.ca.gov/dosh/Safe_Patient_Handling.htm">http://www.dir.ca.gov/dosh/Safe_Patient_Handling.htm</a>  <b>DISCUSS:</b> request was made to have a report that will list all instructors and a contact phone number (privacy concerns)  <b>DISCUSS:</b> Electronic skills checklist book</p>		<p>Immunization Requirements: Pilar to formalize this so that CB can monitor the exact same requirements for all students of all schools.           Pilar to ask CB about automating the student test in the CCPS Orientation Guide (at no cost) with the test results posted to Student Profile           Regarding “lifting”, this is covered in the chapter on “safety”. The law is silent on student lifting. Bobbi Mueller of SJVRH to provide Pilar with their Patient Handling process form.           Regarding instructor phone numbers, Pilar to explore the options and report to membership in May.</p>

	<b>CCPS System: issues and concerns</b>	Sharon asked all members to let her know if you cannot operate the CCPS system or are having an issue and she will help you.	
	<b>Other issues</b>	There were no further discussion items.	The next meeting is Wednesday, May 20.
4:00 pm	<b>Adjournment</b>	Pilar adjourned the meeting at 3:05 pm.	

Online resources: <http://www.hospitalcouncil.net/ccps-computerized-clinical-placement-system>