

**CCPS STEERING COMMITTEE MEETING  
WEDNESDAY, MAY 20, 2015; 1:30 – 3:30 PM  
NATIONAL UNIVERSITY; 20 RIVER PARK EAST; Room 226  
SUMMARY**

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

	<b>Discussion topic</b>	<b>Outcome</b>	<b>Action</b>
1:30 pm	<b>Welcome</b>	Pilar welcomed all to the meeting and thanked National University for hosting the room and snacks.	
	<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.	
	<b>Review and approval of meeting minutes: January 21, 2015</b>	Pilar reviewed the summary from the January 21 meeting.	A motion to accept the summary as presented was made, seconded and approved by the membership.
	<b>Conflict Resolution Session</b>	Sharon Andrews-Boock reported that all schools were present for the session. There were 179 conflicts at the beginning of the meeting and only 32 unresolved at the end; the trend is improving. Sharon reported that there were 67 summer requests still open.	In future, Sharon will note on an email to schools that there is a deadline (noon on Thursday) before the conflict resolution day to resolve their internal conflicts.
	<b>CCPS Calendar</b>	Sharon reviewed the 2016 calendar dates with the membership with no changes noted.	
	<b>List of participating schools and clinical agencies</b>	Pilar reviewed the list of participating members and noted that UEI is reviewing the MOU and may join the CCPS.	
	<b>CertifiedBackground Update</b>	Eric Rinsky reviewed the CertifiedBackground website. The immunization tracker will allow clinical sites to log in with guest access and view the information. Schools will be able to export a roster that they can share with the hospitals. An immunization “end date” will be entered so that notices can be sent on a timely basis.	

	<p><b>OLD BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Faculty directory on SJVNEC</li> <li>• Electronic skills checklist</li> <li>• Vaccines/student handbook</li> </ul>	<p>Pilar confirmed that faculty phone numbers will not be available online, so must be included on the roster that is submitted to the hospital.</p> <p>The quiz is not available online, but is being considered at a later date by CB.</p> <p>Pilar and the Student Handbook Committee (volunteered: Gwen Ross, Stephanie Robinson and PT Lindsay) will consider adding vaccines and lifting patients during their annual review.</p>	<p>Student Handbook review committee to report changes at the October meeting.</p>
	<p><b>CCPS Meeting Times</b></p>	<p>Pilar asked the membership if they preferred to meet 2 or 3 times each year. The membership voted to meet 3 times each year.</p>	<p>The 2016 CCPS calendar is approved with 3 membership meetings dates: January 20, May 18 and October 12.</p>
	<p><b>Other issues</b></p>	<p>CB has offered to set aside 4% of CCPS revenue for scholarships benefitting our students. Because of legal parameters, the Hospital Council was not able to approve this section in the agreement with CB. There will be a delay for 1 year until the NLC lawyer can review the proposal and make sure there are no issues for NLC. A member recommended that LVN students receive scholarships for higher education.</p>	
	<p><b>Adjournment</b></p>	<p>Pilar adjourned the meeting at 3:21 pm.</p>	<p>The next membership meeting will be held on Wednesday, October 14, 1:30-3:30 pm, at National University, Room 226.</p>