

**CCPS STEERING COMMITTEE MEETING
WEDNESDAY, JANUARY 20, 2016; 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>

	Discussion topic	Outcome	Action
1:36 pm	Welcome	Pilar called the meeting to order, welcomed all to the meeting and thanked National University for hosting the room and snacks.	
	Self-introductions	All present introduced themselves and the school or clinical setting they represented.	
	Review and approval of agenda	Pilar reviewed the agenda; additional items were added for discussion.	A motion to accept the agenda as presented was made by Ndidi Griffin-Myers (CSUF), seconded by Stephanie Robinson (FCC) and approved by the membership.
	Review and approval of meeting minutes: May 20, 2015	Pilar reviewed the summary from the October 14, 2015 meeting.	A motion to accept the summary as presented was made by Gwen Ross (Clovis Adult), seconded by PT Lindsay (VCH) and approved by the membership.
	BRN Board Member	Pilar was recently appointed by Governor Brown as Board Member of the Board of Registered Nurses. Pilar expressed that it is her goal to bring a BRN meeting to Fresno, increase the use of simulation in training and speed up the application process to approve a new nurse graduate.	Congratulations!
	CertifiedBackground Update	Pilar announced that Eric Rinsky, CertifiedBackground, will attend our May meeting to discuss background checks and other issues.	
	Documents posted on Hospital Council website	Here is the link to the CCPS page where you will find meeting information, Orientation Handbook, Operations Manual and the latest membership survey results. http://www.hospitalcouncil.org/ccps-computerized-clinical-placement-system	Pilar reviewed the 2015 survey results.

	Clinical Requests	Hospitals requested that duplicate requests be avoided.	
	CCPS Annual meetings	It was suggested that the CCPS membership meet twice a year for business and have one social event a year.	The membership agreed to hold 2 business meetings per year and they will be scheduled for late March and late September, beginning in 2017.
	San Diego Consortium update	Pilar updated the group that Ann Burgess of the San Diego consortium is to be joined with another company in April 2016. After that merger, we will schedule a meeting to have a demo of their system by San Diego and CastleBranch.	Pilar will schedule this joint demonstration in the future.
	CCPS System Issues to Discuss with CastleBranch	The CCPS Committee is meeting every few weeks with CB to discuss float process, standardized chest x-rays, process to notify of released dates previously booked, class cancellation notice, adding a waitlist for a cancelled date/time, service setting immunizations standards.	The committee will report at the May meeting, along with a demo by CB.
	Northern CA Inquiry About Joining our CCPS	On February 26, Sharon and Pilar travelled to Modesto for a meeting with interested parties to explain how the CCPS works.	Pilar will let this membership know if those schools and hospitals want to join our consortium. It appears that the only student overlap would be with Valley Children's Hospital.
	San Joaquin Valley Rehabilitation Hospital	A member stated that SJVRH was not taking student placements.	Pilar will follow up and report to the membership.
	Calendar reminders from Sharon	Sharon is copying the schedule today and will update the message board on CCPS site. February 3 is the optional school training; let Sharon know if you will attend; if no attendees, it will be cancelled. March 18 is the school conflict resolution day (schools only); this is mandatory.	
	2016 MOU and Fee Update	Pilar reported that there were a few members who had either not signed the MOU or paid their fees.	The MOU will be published and made available on the HC website once all participants have signed the MOU.
	Student Communication Card (tool)	The use of this tool is recommended by the Academic/Service Partnership. The BRN	Pilar will take back to the ASP that not all service staff wants to take this form.

		states that student learning objectives must be posted on each unit so that unit manager understands the needs of the students. Please use this tool.	It is a communication tool that lets the bedside RN know what the student's objectives are for that day.
	Changes to CRMC Floors	Carla announced that the 10 th floor step-down unit was moving to different floors.	Sharon will notify membership when Carla posts the changes on the CCPS.
	Scholarships	The Nursing Leadership Coalition (NLC) and CertifiedBackground are reviewing an agreement where CB would return 4% from revenue paid by students for their background checks; these funds will be used for scholarships. Scholarship selection criteria to be determined by NLC.	The NLC has a CCPS Scholarship Committee in place that is responsible for recipient selection.
	HIPAA Compliance on Immunization Tracking	Pilar received an email from American Data Bank (ADB) regarding compliance on their immunization tracking software. We need to be sure we are keeping tabs on confidentiality.	Eric Rinsky to check on compliance from the CB platform and report at the May meeting.
	Immunization Tracking	Because hospitals have different immunization requirements, the "service" partners of the Academic/Service Partnership will set the immunization standards.	This discussion item will be taken to the Academic/Service Partnership meeting.
3:05 pm	Adjournment	Pilar adjourned the meeting at 3:05 pm.	The next membership meeting will be held on Wednesday, May 18, 2016, 1:30-3:30 pm, at National University, Room 226.