

**The Clinical Coordination Partnership
Metro Kick-off Meeting
January 25, 2011
Minutes**

- I. Meeting was called to order at 9:00-am
- II. Attendees: See last page.
- III. Spring 2011 Planning Process Brief Overview

Elizabeth Biel, TCCP Director, stated that the Spring 2011 process went smoothly proclaiming that at the last meeting 95% of decisions were decided upon. During our last Wrap Up meeting (10-29-2011) it was decided to have a yearlong submission process to give the partners an option of either submitting placements every semester or once yearly.

- IV. Updates

Biel explained to the partners that a data working group was developed in order to have Education Partners (EP) and Clinical Partners (CP) feedback on how the data should be viewed and used. One of the key changes that was implemented was to change the ID#'s for easier sorting capabilities. The second changed was how we indicate regions.

New Regions – Allina, Children's, Fairview, La Crosse Area,
Laboratory, Mankato Area and Pine City Area.

Biel stated that Unit names are tied together in order for easy selection when requesting a new placement. Biel explained that the Number and Total Numbers columns are not being used. The intent for this extra column to be able to capture the whole view of observations in the future.

New member Volunteers –

Jennifer Eccles, Anoka Ramsey Community College
Beka Weum, Winona State University
Lindsay Schipper, Children's Hospitals and Clinics

Biel stated that all data is moved over to pending. To remind some of the new members it was clarified that temp release is a tool that is built into the scheduling process in order for an education partner to not hold on to a clinical that is not being used.

Biel explained the new StudentMax Features. One included the minimizing and maximizing of the width of the columns on the online database. Biel also demonstrated how the Calendar search is now placed on the gray bar in which a partner can customize the search to better suite individual needs.

Biel stated the Training Recordings are available on the TCCP website at www.clinicalcoodination.org. Found under partner training center.

Communication Links –

Biel made is clear that it is key to keeping in touch with all partners. It is becoming more of a challenge because of the rapid growth of the Partnership. Nick Gudmundson (TCCP) and Biel are developing a contact list of the EP and CP. Biel explained to the Partners that TCCP staff is going to be sending out monthly newsletters to keep all partners up to date. Gudmundson will be sending these out and also starting to facilitate meeting set up through e-mail.

V. AY Fall '11/Spring & Summer '12 TCCP Clinical Placement Process

Discussion & Consensus

Biel confirmed the parameters 1 to 8 days for changing clinical placements.

Set Workable Deadlines & Meeting/Training Dates:

Education Partner AY 11/12 Tutorial (online meeting) –
1/31/2011

Education Partner deadline to submit AY 11/12 Clinical
Activity – **3/4/2011 - EP – do not make changes**

Clinical Partner AY 11/12 Tutorial (online meeting) –
3/14/2011: 8:30 am

Clinical Partner deadline for most AY 11/12 Clinical Activity
decisions – **04/15/2011**

Fall '11 Wrap-up and re-connect in-person meeting –
05/03/2011: 1:00 pm-3:00 pm @ Children's

Spring & Summer Kick-off Reconnect in person meeting –
August/September?

Review Timeline (Provided at meeting) – Biel stated that now in pending data it reads 2011 but it is still the dates of 2010. This is where you have the parameter of 1-8 days. Put the ACTUAL date of the clinical and not when the

class starts and put in comments section if there is going to be a lot of BIG changes (Ex. Two week different)

Biel explained the points to remember when revising the pending data. The small changes are, for example, the student number changed from 8 – 6. Big changes for example are date changes by two weeks. The placement will be temp released and required to make a new request. Biel made it clear that the accuracy of the data output is directly dependent of the accuracy of data input, if something seems inaccurate let the TCCP staffs know. Biel requested that Partners first develop any new or renewed Clinical and Education Partner agreements prior to utilizing the database for tracking and second designate 1-2 main contacts for each program or institution.

VI. Other Questions, Suggestion or Concern

Heather Froehlich (Allina Hospitals & Clinics) expressed concerned for Observations and looking for suggestions to make this easier.

Tanya Velishek (Fairview Health Systems) explained that Fairview does observation but every site has a different process. Velishek went on to say that each of them is different in case to case basis. Things have to change but have not collaborated to decide what is going to happen. Schools will have be extremely specific with requests, because some areas have different observations. (Needs to be clearly stated in StudentMax)

Board of nursing is putting in language about Simulation NOT counting as clinical experience.

The question was brought up how to orient new faculty when brining a clinical group to a site. Froehlich proposed to have an workgroup, it would be made to from the partnership. Needs are to have something clear and specific. Will have to do some research into StudentMax to see if this is a key part.

Work group volunteers:

Julia Hebenstreit, Minnesota State University, Mankato
Cherie Pettitt, Mayo Health System
Diane Elfritis, Inver Hill Community College
Heather Froelich, Allina Systems
Tanya Velishek, Fairview Systems

Elizabeth Biel, TCCP Director
Alice Swan, Saint Catherine's College
Rita Glazebrook, MINC
Lynn Johnson, Ridgewater Community College
Lindsay Schipper, Children's Hospitals & Clinics

Sheryl Alexander (HealthEast Care System) is the main contact currently but will be handing over the job come March and first of April. Will be more information in the next upcoming months.

VII. Adjourn

The meeting was adjourned at 12:30pm.

Clinical Coordination Contacts:

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Minutes Developed by:
Nickolas Gudmundson
01/25/2011

TCCP Staff

<u>First Name</u>	<u>Last Name</u>	<u>Organization</u>
Elizabeth	Biel	The Clinical Coordination Partnership
Nickolas	Gudmundson	The Clinical Coordination Partnership

TCCP Partners

<u>First Name</u>	<u>Last Name</u>	<u>Organization</u>
Heather	Froehlich	Allina Hospitals and Clinics
Betty-Jo	Johnson	Allina Hospitals and Clinics
Lynn	O'Donnell	Allina Hospitals and Clinics
Jennifer	Eccles	Anoka Ramsey Community College
Linda	Anderson	Bethel University
Kerry	Keenan	Century College
Linsey	Schipper	Children's Hospitals and Clinics
Cindy	Blanchfield	Crown College
Sherralyn	Cox	Dakota County Technical College
Jean	Carson	Dakota County Technical College
Tanya	Velishek	Fairview Health Systems
Katie	Becker	Fairview Health Systems
Sheryl	Alexander	Healtheast Hospitals & Home Care
Diane	Elfritis	Inver Hills Community College
Cherie	Pettitt	ISJ - Mayo Heath System
Jennell	Flodquist	Metropolitan State University
Robert	Muster	Minneapolis Community & Technical College
Bonnie	Watts	Minneapolis Community & Technical College
Heather	Hakanson	Minnesota School of Business & Globe University
Julia	Hebenstreit	Minnesota State University - Mankato
Trish	Gonzales	Normandale Community College
Leanne	Rogstad	North Hennepin Community College
Sue	Olson	Presentation College
Beka	Weum	South Central College
Helen	Schatzlein	St Catherine University
Alice	Swan	St Catherine University
Rita	Glazebrook	St Olaf & Gustavus Adolphus
Margo	Marko	University of Minnesota
Martha	Scheckel	Winona State University - Rochester
Kathy	Orth	Winona State University - Rochester