

MEETING: SHP Leadership Council

November 28, 2012, 2pm, A-138

PURPOSE: Regularly Scheduled Meeting

ATTENDEES: **DEAN** - M. Collins, **CPS/RES** – J. Elsberry, G. Matz, **CVT** - J. Davis, **DH** – K. Molumby & R. Olitsky; **EMS/FIRE** – J. Washburn, **HIT** – D. Howard & E. Whitmer, **HUS** - S. Brown, **NURS** – B. Holbrook, S. Holland, M. Kruger, D. McNulty, C. Paul, T. Pacheco, **OPT** – R. McCoy, **PTA** – J. Gootkin, **RAD** – J. Mayhew, **SIM** – J. Lambert

GUESTS: Mark Lupe, General Counsel, Office of General Counsel
Valerie Miller, Administrative Assistant, Office of General Counsel

AGENDA & MINUTES

Affiliation Agreements

1. Mark Lupe identified General Counsel's three 'red flags' on affiliation agreements:
 - Hospitals and/or clinical partners seeking indemnification. Edison does not have authority to negotiate. As part of a political subdivision, liability cannot be expanded beyond what is established by legislation.
 - Hospitals seeking comprehensive general liability insurance.
 - Hospitals requiring being listed as additional insured.
2. Mark to review all agreements on the front end. Valerie maintains a log and scanned copies of all agreements and forwards to requesting department/hospital.
3. Consensus among Program Directors to use a standardized contract on new agreements listing "ESC, School of Health Professions." Contracts would include Addendum page listing each program with a designation to opt in or out. All agreements must be reviewed by all program areas.
4. For facilities requiring their own specific contract, Mark is point person to address any potential problem areas; e.g., Fawcett requiring a variety of checks not normally performed on our students. Facilities are performing audits of student records; we need to be proactive and identify those agreements that we may be lacking in compliance.
5. Specifics regarding direct or indirect supervision of students may require additional program clarification in some agreements.
6. Human Services to be included on some existing agreements and new agreements with non-profit agencies are expected.
7. Tamra Pacheco will serve as the central 'go-to' person for affiliation questions, new agreements, changes, etc. and will be the SHP liaison with the Office of General Counsel.

SHP Re-Organization

- IT will create a shared Health Professions drive. All affiliation agreements, minutes and other pertinent SHP data will be maintained in this area for all to review.
- An increase to 13 hours for adjunct faculty will require a special memo to Dr. Harrel via Dr. Collins. Currently, Human Services and EMS are affected. Clinical associate hours are not included in load hours.
- Critical hires approved include two in EMS; one in CVT; one in Charlotte Nursing and the Simulation Lab Program Director. Collier Nursing expressed need for new faculty member no later than fall 2013.
- Program Director & Clinical Coordinator teaching load is up to 14 credits. Human Resources is updating job descriptions across the College. The Department Chair position category currently tied to contract; new model planned.
- Support staff changes will be phased in, possibly beginning in January. All changes must first be approved by Dr. Harrel, Dr. Peal and Dr. Allbritten. This is true for all Schools.
- Staff Council has met once officially; next meeting scheduled for January 22. Support staff are identifying job responsibilities and how best to support each other as some staffing changes take place. Agenda Item for Staff Council: Data Management – Tamra currently maintains Nursing database.

Student Appeals

- Continue to use current draft for appeals process, whether academic or non-academic issue. Student can appeal for one of three reasons: 1) dismissal from program, 2) repeating a course, or 3) remediation process.
- Programs should consider including a signature page in course syllabi attesting to the student's agreement to and understanding of all course expectations.

Program News

- Dental Hygiene begins its 'Local Anesthesia for the Dental Hygienist' CE course in December under the direction of Drs. Olitsky and Contino.
- Physical Therapy Assistant has completed its admission process for the incoming May 2013 class.
- EMS/Paramedics recently completed admissions process for the spring cohort. Due to low enrollment, no Paramedic classes will take place on Charlotte campus.
- CVT, in conjunction with LMHS, presented a one-day seminar entitled 'Clinical Advances in Cardiology' in early November. CVT students are set to participate in the 12/8 Heart Walk.
- HIT is beginning to place students for spring semester. In October, HIT participated in the Lee Campus Open House, and in November, hosted a Program Advisory Committee Meeting recognizing their recent CAHIIM accreditation.
- Radiology is researching the purchase of a new x-ray table and tube.
- Charlotte Nursing will soon have in place a 21 PC lab for student practice in charting.
- Lee Nursing is preparing for the December 5 pinning, with 45 students. NSNA students will be participating in the December 8 Heart Walk.
- Collier Nursing is preparing for their December 2 pinning, with 34 students. Many students are utilizing their volunteer hour requirements to participate in a health screening day on December 9.

- Simulation Education - Jenneine is currently reviewing literature on simulation education. Katy Clark will work with her during the Simulation Lab transition.
- Human Services continues to work through cataloging issues. All HUS courses count as elective courses for those students in need of electives.
- Nursing Advanced Placement orientation is scheduled for November 28.
- BAS in Cardiopulmonary Sciences: Three students will graduate with their in December. The Intubation CE course begins next month and will provide training for RC students as well as licensed Respiratory therapists. Sindee Karpel will lead.
- Opticianry is beginning recruitment for classes beginning in May. Support needed for current lab as A-210 is to be re-purposed to house E-online the end of January.
- Nursing BSN will graduate 60 students on December 14. Meeting planned for all staff to discuss internal structure under new re-organization. Grant possibilities and donors under review; one is especially relevant to simulation area. Marty Jenner presented a student community projects overview at the November Trustees meeting.
- CVT's Jeff Davis will present the keynote address at the December 14, 7 pm commencement ceremony!

Discussion Items

- More PR is needed for SHP. Stacy suggested constantcontact.com as a means. Creation of SHP Facebook page, forming a Student Council with a representative from each program, reaching out to alumni could be explored.
- Commencement attendance mandatory in either winter or spring ceremony. This is the final year for cost of regalia rental to be covered by the College/Schools.
- For final exams administered through Canvas—is there an option to lockdown browser? Survey Monkey—should SHP purchase its own license in order to maintain full control and access to data? Crystal Reports is able to meet needs of Nursing; however, HIT requires additional flexibilities for accreditation purposes
- Neehr Perfect application maintains electronic health records for student case studies; build/support/orientation is provided by vendor at no charge. Cost would be incurred by students. Deborah to arrange on-line demo for next Leadership meeting.

Minutes compiled by G. Matz 11/28/12; Edited/Approved by M. Collins 11/29/12