

## MEETING MINUTES

<b>Meeting/Project Name:</b>		ASN Leadership Meeting	
<b>Date of Meeting:</b>		Thursday, May 21, 2020	<b>Time:</b> 1:00 pm – 3:00 pm
<b>Minutes Prepared By:</b>		June Davis	<b>Location:</b> Zoom
<b>1. Meeting Objective</b>			
Unify ASN program across all campuses			
<b>2. Attendees</b>			
June Davis, Patricia Voelpel, Jennifer Washburn, Judy Sweeney, Angela Vitale, Donna Johnson, Bobby Holbrook			
<b>3. Agenda and Notes, Decisions, Issues</b>			
<b>Topic</b>	<b>Discussion</b>		
<b>Use of Clinical Associates and Cost Savings</b>	<p>Bobby presented what the ASN program has been spending on clinical associates (CAs) each year and use of CAs by campus. The cost spent on CAs per year has been close to one million dollars.</p> <p>Discussion was held on how to improve this cost and decrease the use of CAs.</p> <p>Patty suggested that if the CAs were no longer required to review clinical paperwork for students this would save 3 hours per week per CA. All present are in agreement. The decision was made that all clinical assignments will be reviewed/graded by the course faculty.</p> <p>Other ways to decrease CA hours were discussed. Judy presented a clinical schedule that alternated student clinical days so that one CA could oversee two groups.</p>		
<b>Clinical Associate responsibilities for Clinical Course</b>	<p>In order for the faculty to have knowledge of the patients that students base these assignments on, the CAs will be completing a report sheet and emailing this to the faculty after each clinical day. Donna will draft a report sheet for review at the next meeting.</p> <p>CAs will still be responsible for completing student clinical evaluations based on their observations and interactions with the students. Faculty will provide input on the evaluations based on the students work in DocuCare. Faculty will validate and sign all student clinical evaluations</p> <p>It was suggested that a Clinical Associate Objective Sheet would be helpful in guiding the CAs. Donna will develop a draft for review at the next meeting</p> <p>Since CAs are not paid for their 30 min for lunch each clinical day, in order to avoid any student responsibilities during their lunch time, CAs will have all students take lunch at the same time as they do.</p>		

<b>Clinical “Paperwork” Assignments</b>	<p>It was noted that the assigned clinical “paperwork” has been repetitive and varied between courses and between campuses. Discussion was held that DocuCare would be the only clinical assignment required by students for all levels and all campuses. SERS and the previous Care Map/Care Plans will no longer be required as of the Fall 2020 semester.</p> <p>The DocuCare assignments will be leveled between the semesters. June shared a DocuCare assignment list that will be used as a template. Angie will work with the course leads to develop DocuCare assignments for each level.</p>
<b>Spring 2021 Clinical Schedules</b>	<p>In order to align the clinical schedules across the campuses, Judy will work with the clinical coordinators in developing uniform Spring 2021 clinical schedules and present this at the next leadership meeting.</p>
<b>Simulation Responsibilities</b>	<p>The varying uses of CAs in simulation between campuses was discussed. Angie will work with clinical coordinators and faculty to determine the current use of CAs in simulation and present this at the next leadership meeting so that criteria for the use of CAs in simulation can be developed and used uniformly across campuses.</p>
<b>vSim use</b>	<p>Discussion was held regarding how much clinical/sim time should be given to students for completing vSims from home prior to the simulation day. It was decided that each vSim hour would continue to count as 2 clinical hours (as simulation does).</p> <p>If used as an assignment for on campus courses, students will be required to complete steps 1-4 of the Lippincott vSim Clinical Replacement packet. This will count as 2 simulation hours (4 clinical hours).</p> <p>If used as clinical replacement hours, students will be required to complete steps 1-6 of the Lippincott vSim Clinical replacement packet. This will count as 3 simulation hours (6 clinical hours).</p> <p>If used during simulation time, vSim will not count as extra hours</p>

<b>Meeting Adjourned</b>	3pm
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Program Faculty Chair	Date
<i>June Davis</i>	6/4/2020