

COMPUTERIZED CLINICAL PLACEMENT PROGRAM
MEETING
FRIDAY, AUGUST 28, 2009
0900-1100
NATIONAL UNIVERSITY

PRESENT: Denise Vermeltfoort, Kat Remner, Jayne Moore, Christine Lawry-Hawkins, Barbara Marshall, Amanda Musto, Sue Smile-Janecek, Norma Spalding, Sylvia Silva, Brenda Starks, Stephanie Robinson, Carolyn Drake, Sharon Andrews-Boock, Lynne Ashbeck, Esther Castaneda-Wilson, Laurene Cox, Gloria Fitzgerald, Belen Kersten, Valerie Lombardi, Karen Roberts, Heather Tylleson, Sarah Wright, Pilar De La Cruz-Reyes

On the phone: Ann Burgess, Janelle Mason, Lynda Harvey

TOPIC	DISCUSSION	OUTCOME
Welcome & Introductions	Meeting called to order at 0910	Self Introductions were made Jayne Moore of National University was thanked for her hospitality in letting us use the meeting room.
Website changes	Ann Burgess and Sharon Andrews-Boock gave a report on the website status. When there are messages on message board, need to look at them. When you bring up revised classes; one will be green; if not green, then need to go in and look at the revised class. Some individuals who do not work with the system everyday expressed a need for a refresher course	Updated website is easier to use 431 classes on website have been approved; 74 of these are primary classes 52 classes for the fall have not yet been approved; There are 33 primary conflicts; only 15 for the fall semester 43 classes still pending for fall Ann will give Pilar dates of her availability to do an afternoon and morning class. Pilar will send out dates and people can sign up for the review class.
MOU	Draft MOU needs to have the word "conviction" changed and needs to be reviewed by the Hospital Council legal staff. Participating agencies need to sign the MOU as well	Pilar will send out another MOU with the change. These need to get back to the Hospital Council as soon as possible.
American DataBank	Lynda Henry from ABD was on the conference call to answer questions. Members had questions regarding the process for student's background checks as well as for faculty and incumbents.	Schools need to send their list of students to the service agencies at least 3 weeks before the start of the semester to allow the service agencies to review lists.

	<p>The process for students is as follows:</p> <ol style="list-style-type: none"> 1. Student places order for background check thru the ABD website. 2. Results are sent to the nursing school (an individual that has no input into grades).The school receives the status report for each student with either a “complete”, “incomplete”, or “flagged” status; 3. School sends results to the service agencies 3 weeks before students come onto units. Service agencies review the results. If a student has a “flagged” status, the service agency decides whether the student will or will not be allowed to participate in a clinical rotation at that facility.(often check with 2 other service agencies to see whether they would allow that student to be on a unit) 4. Schools are the only agencies that need to have a background check agreement with ABD. 5. If students are “grandfathered” on background checks, the school must sent a list of those students to the agency where the students will be doing their clinical rotations stating that those students have had a background check by another agency. <p>Process for Faculty: Questions arose regarding the need for faculty to have background checks again</p>	<p>For incumbent students: It was decided that those students who have had a background check in another system will be “grandfathered” into the system.</p> <p>Each service agency generally has their own administrative system (usually through HR dept.) that they follow with them employees regarding background checks.</p> <p>Schools that do not use ABD for their background check will not be on the website.</p> <p>CSUF will remain with their system. Need to remove any statement on the background check agreement form that does not allow a school to use another system. Cost of Background check is \$75.00 Includes 3 county check, last 7 years;. SS# trace, OIG< GSA, & nationwide sex offender, 10 panel drug, & OFAC. If we want immunization tracking, cost is an additional \$25.00 per student.</p> <p>Academic agencies will take responsibility for the background checks on their instructors. Service will know that if they are on the unit, the school has cleared</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>Members felt that it would help if they could have a printed guideline on the steps from ABD</p> <p>Faculty and student orientation booklet needs to be on-line.</p>	<p>the instructor.</p> <p>Lynda Henry agreed to put together a step by step guideline and will send it to Pilar for distribution.</p> <p>Website for background checks is SJVNECbackground.com SJVNEC.org is for getting into the CCPS.</p> <p>Pilar will work with Ann and Lynda to get it on line.</p>
Dates for 2010	Input and conflict resolutions dates for 2010 were discussed	<p>January 27, 2010: open computer lab for academia</p> <p>February 26, 2010: last day for schools to input student placements for fall2010, spring 2011, & summer 2011.</p> <p>March 12, 2010; conflict resolution meeting for academia: need all to attend.</p> <p>March 24, 2010: computer lab for service agencies to respond to requests from schools;</p> <p>May 14, 2010: deadline for schools to respond to postings</p>
Annual Meetings	Need for twice a year meetings discussed.	Members agreed to meet on December 4, 2009 at 0900 – 1100 and again in August, 2010; date to be determined. Meetings will be held at National University (thank you Jayne!)
2010 fees	<p>Discussion as to the need to raise fees for 2010 in order to pay for the system.</p> <p>A “stair-step” system was proposed that would charge per licensed bed and number of students:</p> <p>Example: 100 or less: \$400. 101-250: \$475 251 or greater: \$550</p>	<p>The system has to pay for its expenses on its own</p> <p>Pilar and Lynne will work out a budget. Invoices for 2010 will be sent in October and will be due on December 15, 2009..</p>
Adjournment		Being no further business, the meeting was adjourned at 1100.