

**CCPS STEERING COMMITTEE MEETING
WEDNESDAY, OCTOBER 14, 2015; 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.	
	Review and approval of meeting minutes: May 20, 2015	Pilar reviewed the summary from the May 20 meeting.	A motion to accept the summary as presented was made by Belen Kersten, seconded by PT Lindsay and approved by the membership.
	2016 CCPS calendar	Sharon Andrews-Boock reviewed the 2016 proposed calendar of events. She noted that invoices for fees will be emailed by November 1 to allow processing time before the due date of January 16, 2017.	The calendar was accepted as proposed.
	List of participating schools and clinical agencies	Pilar reviewed the list of participating members in the CCPS 2016 Fees schedules.	There were no additions or deletions to this list.
	CertifiedBackground Update	Pilar asked the membership for any feedback on CertifiedBackground's service to date. A comment was made that the Visalia students were being referred to a Quest in Fresno, but that was quickly changed to a Quest location in Visalia.	
	2016 CCPS Budget and Fees Structure	Kathi Scow reviewed the 2016 budget and fee structure. Gurnick Academy was noted as an LVN school, and not RN. Fresno Adult reduced their student number to 48, which will affect the fee structure slightly.	A motion to accept the 2016 budget and fees as presented, with the changes noted here, was made by Sue Smile-Montgomery, seconded by Stephanie Robinson and approved by the membership. Invoices and MOUs will be emailed not later than November 1,

			2015.
	Northern CA Inquiry About Joining our CCPS	Pilar received a call from the Hospital Council Regional Vice President (Brian Jensen of Sacramento) asking for information about our CCPS and the possibility of his hospitals and schools joining. Pilar assured the membership that there would not be overlapping clinical scheduling between the two areas. There was concern about the Merced students overlapping.	Pilar will update the membership at the next meeting about their intentions after she meets with them.
	Conflicts with Float Placements	Our CCPS system does not catch conflicts with floats because it only looks at primaries. Hospitals post department staffing parameters on the CCPS system, and it is the school's responsibilities to read and schedule according to those guidelines.	Sharon will email Ann Burgess of the San Diego Consortium and ask her about the status of this "fix" that was requested some time ago.
	Proposed web-based platform by CastleBranch, a division of CertifiedBackground	CastleBranch has created an online platform for our consideration; this would replace the San Diego consortium platform for which we pay \$2400/year. CB would not charge us for use of their platform. CB will demonstrate their product on November 18; many members would like to attend.	National University will reserve a room for this demonstration and Hospital Council will send Outlook invitation to all members. If you can attend, please accept so that you will be included in the lunch count.
	CCPS Operating Manual & CCPS Orientation Guide	Pilar reviewed the changes made by the committee and the membership made additional changes.	Hospital Council will update the file and Sharon will upload the files to the CCPS site.
	Immunization Standardization	The membership discussed the general wording that would be added to the CCPS Faculty/Student Orientation Guide.	Refer to addendum to this summary.
	Tattoos	There was discussion about the wording in the Orientation Guide. Regardless of what hospital employees do, all students must cover all tattoos by wearing long sleeved white jacket, gloves, Band-Aids or makeup (Kat Von D).	
	Chest X-rays	Regarding standardizing immunizations, Pilar recommended that this issue be	A member on the Academic/Service Partnership Committee to report back to

		referred back to the Academic/Service Partnership Committee for consideration.	Pilar and/or this group.
	False Eyelashes	No false eyelashes, even if glued on in pieces, are allowed according to the Orientation Guide.	
	Gum	No gum is allowed in a student's mouth while at a clinical site.	This will be added to the Orientation Guide.
	System Security & HIPAA Compliance	Discussion about schools transmitting student information via rosters. Christy Schumacher at NU will share the legal wording that the students agree to use third party software and the students assume responsibility for the data sharing.	Pilar forward the legal wording that NU will share with her.
	VA Hospital	The VA hospital in Fresno is working to streamline paperwork process for students. In order to do this, we need their TQCVL and demographics paperwork 6 weeks in advance. Their goal is to make the process simple and easy.	
	BRN Board	Pilar announced that she has applied to be appointed to the CA BRN Board and is awaiting response from the Governor's office.	
	Louise Bailey Retirement	Stephanie Robinson announced a retirement party on November 2 at the Portola Bay Inn in Monterey at 6:30 pm.	All are welcome.
	VN Board	Gwen Ross announced that the CA Governor has appointment someone who is not an RN and there is discussion to approve that a non-RN will head the VN Board.	
3:19 pm	Adjournment	Pilar adjourned the meeting at 3:19 pm.	The next membership meeting will be held on Wednesday, January 20, 2016, 1:30-3:30 pm, at National University, Room 226.

October 14, 2015
Addendum to Summary

Excerpt from CCPS Orientation Guide.

Vaccinations

Students and faculty doing clinical rotations in hospitals, clinics and other service agencies must be current in all of their vaccinations in order to be able to participate in their clinical rotation. The nursing program is responsible for ensuring that all students' vaccinations are current and up to date before sending their students into a clinical area.

Flu Vaccine

The influenza (Flu) vaccination is required for all students who will be doing a clinical rotation in any of the service areas of the Consortium (clinical agencies). All flu vaccines are required by November 1 each year. Individuals with a severe allergy to eggs, prior history of Guillain-Barre' syndrome or certain other neuro-degenerative disorders may be exempt from this requirement. Every student must be vaccinated for the flu vaccine on a yearly basis. Proof of vaccination must be presented to their Director prior to November 1. If a student fails to comply for reasons that are not exempt, the student must wear a mask, or will not be allowed in the clinical area. The clinical site may require that you sign a Declination Form.

Exemptions to vaccination may be granted for medical reasons or religious beliefs. Individuals requesting an exemption due to medical reasons must provide a Physician Letter completed by a California licensed physician who has examined them. Medical reasons will be evaluated individually based upon recommendations from the Centers for Disease Control and Prevention. Acceptable medical reasons would include documented adverse reaction to influenza vaccine or documented allergy to a vaccine component. Pregnancy will not be accepted as a medical contraindication. If a student complies for reasons that are exempt, the student must wear a mask, or will not be allowed in the clinical area. The clinical site may require that you sign a Declination Form.

Individuals requesting a religious exemption must provide a letter from clergy supporting the exemption and the request must be consistent with prior vaccination history. If the student complies with reasons that are exempt, the student must wear a mask, or will not be allowed in the clinical area. The clinical site may require that you sign a Declination Form.