



**Inland Empire Consortium
(Inland Empire Healthcare Education Consortium)
Meeting Minutes
November 10, 2016**

**Meeting was held at Parkview Community Hospital, Medical Plaza, Riverside
Meeting called to order at 9:02am**

Present at Meeting:

Tara Stephen, CBU	Sandy Mortensen, CRY-ROP
Laura Bonne, CBU	Kathi Wild, LLU School of Nursing
Evangeline Fangonil- Gagalang, CSUSB	Nancy Brasher, LLU School of Nursing
Vanessa Quiroz, CSU San Marcos	Valerie Torrez, Career Care Institute
Maria Ottinger, San Joaquin Valley College, Visalia	Pam Fogleman, CSU San Marcos
Aurora Gumamit, San Joaquin Valley College	Denise Roberts, Mt San Jacinto College
Traci Duda, West Coast University	Vina O'Campo, Parkview Community Hospital
Patty Coronado, North-West College	Kathleen Polley-Payne, West Coast College
Kim Booth, ARMC	

- I. **Call to order/Welcomes:** Evangeline Gagalang called the meeting to order and welcomed everyone. Self-introductions were conducted.
- II. **Confirmation of Agenda:** Evangeline Gagalang reviewed the agenda. No additions were made to the agenda. Patty Coronado made a motion to approve the agenda, Valerie Torres 2nd the motion.
- III. **Approval of the Minutes:** The September 28, 2016 meeting minutes and the November 9, 2016 Addendum was approved by the members. There were a few member's names that were misspelt on the minutes. No other additions/changes were made to the minutes. Kathleen Payne approved the minutes and Vina O'Campo 2nd the motion. The minutes were approved by all present.
- IV. **Introduction of the new Executive Committee:** Sandy Mortensen announced the results of the votes to select this year's Executive Committee and chair positions. The positions have been filled as follows:
 - **Chair:** Vina O'Campo
 - **Chair Elect:** Evangeline Gagalang
 - **Secretary:** Sandy Mortensen
 - **Treasurer:** Vanessa Quiroz
 - **Community Information Liaison:** Valerie Torrez
 - **Membership Committee Chair:** Tara Stephen
 - **Awards Committee Chair:** Kathi Wild
 - **Legislative Committee Chair:** Christine Bivona-Tellez
 - **Education & Research Committee Chair:** Kathleen Payne
 - **By-Laws Committee Chair:** Aurora Gumamit
 - **Finance Committee Chair:** Vanessa Quiroz

Positions voted on during this meeting included:

- Community Information Liaison: Motion made by Tara Stephen and 2nd by Pam Fogleman.

- By-Laws Chair: Motion made by Pam Fogleman and 2nd by Vanessa Quiroz.

Members of the committee are as follows:

Membership Committee Chair: Tara Stephen

Members: Vina O'Campo

Legislative Committee Chair: Christine Bivona-Tellez

Members:

Education & Research Committee Chair: Kathleen Payne

Members: Denise Roberts

By-Laws Committee Chair: Aurora Gumamit

Members: Sandy Mortensen

Finance Committee Chair: Vanessa Quiroz

Members: Pam Fogelman

Awards Committee Chair: Kathi Wild

Members: Lee Albanese- Riverside Community Hospital, Nancy Brashear-Loma Linda School of Nursing, Cheryl Wilging-Career Care Institute

V. Presentation of Awards:

Kathi Wild shared the fall award period has ended. The awards committee received two applications in each of the two areas. The committee has reviewed the applications received and has applied the rubrics to each. Kathi Wild shared the committee's recommendations with the members which included reviewing the applications received. The committee has recommended the following candidates:

- Nurse Mentor: Daniel Ross from Riverside Community Hospital, Riverside
- Nursing Student: Ronald Pan from Loma Linda University

The two will be invited to the January meeting where they will be presented with an award which includes a \$500.00 check for each.

Tara Stephen made a motion to accept the Awards Committee's recommendation and Kathleen Polly-Payne 2nd the motion. All present agreed.

Kathi Wild also led a discussion about upcoming awards. She will make a few changes in the application to ensure a broader pool of students can apply for the Student Award. Currently the application states "nursing student" it will be changed to be more general such as healthcare student.

Kathi Wild also wants to encourage all facilities and members with the consortium to promote the award opportunities. We only received 2 applications in each of the two categories.

Kathi Wild asked members to consider joining the committee. Sarah Long will be coming off the committee. Currently there are only 2 others beside Kathi on the committee. Cheryl Wilging from Career Care Institute will join the committee.

The deadline date for the spring awards will be February 10, 2017.

- V. Treasurer's Report:** Sandy Mortensen prepared and included the Treasurer's report in the agenda packet as an enclosure. No discussion took place during the meeting. There has been not change to the balance since the last meeting. The balance in the account is \$8902.

The consortium has received 2016-2017 membership dues that will be deposited during the month of November by the following institutions:

- Loma Linda University School of Nursing
- CA State University Fullerton
- Colton Redlands Yucaipa ROP
- Parkview Community Hospital Medical Center

Before the next meeting Vanessa Quiroz, new treasurer, will accompany Cathy Zappia, the previous treasurer and transfer the names on the account.

Vanessa Quiroz will prepare checks for the awards for the next meeting.

On October 4, 2016 the consortium received a notice from the IRS confirming they have received the application for exemption and that the request is being processed. In the document it states we should have a response within 90 days.

VI. Draft Preceptor Manual Template Activity lead by Vina O'Campo:

Vina O'Campo and Evangeline Gagalang led a discussion on the need for the consortium to develop a Preceptor Manual Template that can be provided to facilities. A sample Preceptor Handbook was passed out and the members present spent time making a list of sections that should be included in the manual template. Vina and Evangeline will take the information and proceed to develop a template that will be brought back to the members to work on.

All members were asked to forward information they may have including video links that could be used in the manual directly to Evangeline at egagalang@csusb.edu or to Vina O'Campo at vocampo@pchmc.org

See attached for list of topics for the manual.

VII. News from the institutions:

During the self-introductions members shared information about their institutions:

- Vina O'Campo, Parkview Community Hospital & Medical Center-Parkview has a new CNO: Karen Decent & a new CFO: Nancy Wilson
- Evangeline Gagalang, CSUSB-Just completed their CCNE accreditation. They are now working on their self-study preparing for the BRN visitation.
- Sandy Mortensen, Colton Redland Yucaipa ROP- Discussed new CTEIG grants for our high school programs, expecting to grow a new program this year and shared outcomes and information of a Healthcare Regional Advisory attended earlier in the month.
- Patty Coronado, South-West College just celebrated their 50th anniversary. The first RN program started in Glendale, CA.
- Denise Roberts, Mt Jacinto College-They invited the local Sheriff Department to conduct a presentation on their campus to their nursing students on threats and how to respond. Denise said it was a big success and they plan to make it annual event. They are also in the process of setting up their spring calendars.
- Maria Ottinger & Aurora Gumamit, San Joaquin Valley College-They are starting a new cohort of RN's. They are also conducting their self-study. In May they began their first RN class that was 100% theirs. Previously they had taken on students from area closed programs.
- Kathi Wild & Nancy Brasher, Loma Linda University School of Nursing-They are in the process of preparing for their CCNE visitation.
- Kathy Polly-Payne & Tracy Duda, West Coast University-They just completed their WASC and CCNE process.

- Tara Stephen & Laura Boone, Cal Baptist University-They have celebrated their 10th Anniversary and are now designated a “Designated School of Nursing”. They have a DNP program. They just completed their BRN approval visit.
- Vanessa Quiroz & Pam Fogleman, CSUSM-They had a successful first annual appreciation event. They will be launching a RN to MSN online program in February with several different specialty areas. CSUSM has been granted the “GAIN” grant to serve Native American Indians. They were one of three schools selected in the U.S. The grant covers the entire tuition and fees for Native American Indian nursing students. CSUSM also is a member of the San Diego consortium. In San Diego all schools and healthcare facilities use an online clinical tool to schedule all clinical rotations. The consortium in San Diego is very structured.
- Valerie Torrez, Career Care Institute-Their school will be moving to the San Bernardino area. They just began new classes and their next class will be a P.M. class.
- Kim Booth, Arrowhead Regional Medical Center –Kim is responsible for all clinical placements. They are now working on the Winter/Spring placements. The hospital has a lot of new staff. They have had a lot of turnovers. It is a challenge to have so many new staff and then a lot of students. They have many new hires and are conducting orientations each week. ARMC desires for all students to receive quality experiences.

VIII. General Discussions During the Meeting:

- Kathleen Polly-Payne, West Coast College, stated it is getting harder and harder to get good clinical educator teachers with experience and training.
- Tara Stephen asked a question about what is the purpose of the IEHEC’s role in the clinical placements. Pam Fogleman from CSUSM shared her experiences with the consortium in San Diego. Evangeline shared how historically this consortium ran similarly but about 5 years ago the major hospitals such as Kaiser and the VA decided they did not want the structure and that they want to coordinate the clinical experiences through their own processes internally.
- Evangeline shared how important it is for us to bring in new members and members from the facilities. She is going to reach out to several hospitals in the area to see if we can conduct our next meeting at a facility site.
- Evangeline made an announcement that she is hoping to be able schedule Health Impact to come near us. If so she recommends everyone takes the Listening Tour. If she is able to secure a location and date she will let all members know. She said it is a great experience.
- It was asked by a member if we could create a mechanism within the website to push out an announcement when members post information on the website. It is not a capability now but as Valerie Torrez transitions and works with the webmaster she will see about adding that feature to the consortium’s website. If institutions have information to post they should forward the information to Valerie Torrez to post. vtorrez@ccicolleges.edu
- It was also suggested we create an alias email address to send website information to.
- Sandy Mortensen reminded everyone to submit their membership dues. Only three members have paid so far this year.

Topics for next meeting on January 12, 2017:

- Review Preceptor Manual- Vina O’Campo & Evangeline Fangonil-Gagalang
- Award Presentations-Kathi Wild
- Membership Committee-Tara Stephen
- Report from the Legislative Committee-Christine Bivona-Tellez
 - 1) BRN 30 Unit Option Movement
 - 2) Nursing Ed reform
 - 3) State Military Credit
 - 4) 50% Simulation

Topics for March Meeting

- Award Finalists-Kathi Wild
- Membership Committee-Tara Stephen
- Report from the Education & Research Committee: Kathleen Payne & Denise Roberts
1) Schools in CA paying for preceptors? What is the trend?

Meeting adjourned at 11:25 am

Agenda Packet Included:

- Agenda
- Minutes from September Meeting and Addendum minutes re voting
- Treasurer's Report
- Membership Form
- American Heart Association Legacy Leadership Internship flier

The location of the next meeting will be announced. We are hoping to conduct it at a healthcare facility. Next meeting will be on January 12, 2017

Preceptor Manual Draft

POTENTIAL TOPICS & SECTIONS:

Find a list of potential topics and sections:

DEFINITION

Preceptor

Preceptorship

BRN

Language/mandates

Include the CCR from the BRN website

ROLES and RESPONSIBILITIES

Roles of the preceptor

Roles of the student

Roles of the clinical faculty

Roles of the agency

PRECEPTOR QUALIFICATIONS

License

Education

Experience

Training

PROFESSIONAL STANDARDS

QSEN

AACN 9 Essentials

BRN

STUDENT LEARNING OUTCOMES

Provide an example

STATEMENT OF UNDERSTANDING/AGREEMENT

Preceptor profile information

Standards of professional conduct for all party

TRAINING FOR PRECEPTOR

MODULES

Scope of practice

Adult learning theory

Providing effective and timely feedback

Managing Difficult Situation

Evaluation of the Learning Process

Conflict Resolution

Effective Communicating skills

Developing Objectives

PRECEPTOR TIPS

List of Leadership Behaviors

Do's and don'ts of Assigning and delegating

Expectation versus Objectives

Time management

Example of a weekly schedule

Student preceptor relationship

VIDEOS LINK

Communication

Conflict resolution

Professionalism

Scope of Practice

Uniform Professional attire

EVALUATION

Student evaluation of preceptors

Student evaluation of agency

Preceptor of evaluation

Agency evaluation of student

Instructor evaluation of learning experience

COMPLETION

Certificate

CE Eligibility