

**Greater Green Bay Health Care Alliance**  
**CLINICAL MEETING MINUTES**  
**Friday, May 23, 2025 | 8:30 AM | via Microsoft Teams**

**ATTENDEES:** Sherri Hanrahan-Bellin College, Joan Steeno-NWTC, Julie Swavely-NWTC, Kelly Verhasselt-Bellin, Mary Otto-Advocate Health, Chris Vandenhouten-UWGB, Christian Cottingham-Endter-Advocate Health, Erin Demerath – Bellin College, Erik Costea-Rasmussen, Kaitlin Williams – UWGB, Jennifer Myles-Clair- Advocate Health, Laura Janssen-Advocate Health, Jenn Leonard-HSHS, Cheryl Rentmeester-NWTC, Ally Mueller-HSHS, Karen Goebel-Advocate Health

## Welcome

### Website Review and Updates

#### Homepage

- Briefly discussed the mission and vision statements.
- Agreed to revisit these annually or biannually. Will add this to the agenda for next month.
- Chris confirmed last review was in 2023.

#### About Us Page

- Reviewed list of healthcare organizations.
- Confirmed accuracy of listed hospitals.
- Discussed updating Bellin to “Emplify Bellin Health” for clarity.
- Agreed to check and update all organization links and send to Nicole and Sherri to update.
- Laura and others will resend updated links.

#### Educational Institutions

- All institutions to verify and update their links.
- Chris confirmed the new AHAC link is correct.

### Clinicals and Rotations Page

#### General Layout

- Reviewed for clarity and navigation.
- Discussed redundancy and complexity of information.

#### Step 1: Contracts and Affiliation

- Confusion over terminology: “contract,” “affiliation agreement,” “verification.”
- Agreement to split into two distinct steps:
  1. Contract/Educational Agreement
  2. Affiliation Verification
- Kelly, Jen, and Laura to draft clearer language.
- Add note about contract processing time (3–6 months).

#### Step 2: Placement Request Form

- Clarify which organizations use My Clinical Exchange (MCE).
- Add note about MCE usage for nursing programs.
- Kelly to draft edits and include MCE references.

### **Step 3: Orientation Modules**

- Confirmed HIPAA video is still relevant.
- Advocate Aurora uses Workday for onboarding; may not include TB education.
- Christian and Mary to confirm TB education inclusion.
- Annual Workday modules reset in July.

### **Forms and Post-Clinical Processes**

- Reviewed all forms and links.
- Mary Otto to provide updated SurveyMonkey link.
- Jen Leonard confirmed HSHS will send evaluation results twice a year.

### **Program Coordinators Page**

- Password-protected page not in use.
- Agreed to delete this page.

### **Student Page**

- Reviewed documents and confirmed April 2025 updates.
- Need to update review dates and forms on the student page.

### **Residency and Advanced Practice Providers**

- Need to update review dates and forms.
- Confirm links and forms are current.

### **Career Exploration Page**

- All links to be verified.

### **Contact List Review**

- All organizations to verify and update contact information.
- Discussed renaming “Site Medical Office” to “Clinic Sites.”
- Remove Rasmussen from list, last student graduating.
- Cheryl to verify NWTC contact info.
- Kelly to update Bellin/Emplify contact list.

### **Clinical Site Contact Information**

- Discussed relocating or renaming the tab for better visibility.
- Suggestion to move to “Clinical Instructor Information and Annual Update” page.
- Consider downloadable contact lists by organization.

### **Academic Information Page**

- Agreed to delete due to redundancy and limited use.

### **Website Imagery**

- Current homepage image is acceptable.
- Shows diversity and is not discipline specific.

## **Clinical Instructors Annual Update:**

- Next update scheduled for **August 8, 2025**.
- Nicole to send out invite
- No need for meeting minutes; recording will suffice.
- Slide updates due by **July 25, 2025**

## **Skills List Update:**

Jen Myles-Clair: My Clinical Exchange checklist updates are ongoing.

- Schools must match updated checklists.
- Students with existing rotations are unaffected.

## **NEXT CLINICAL MEETING**

The next clinical MS Teams meeting is scheduled for Friday, June 27, 2025, 8:30 to 10:00 a.m. Standing agenda items:

- Welcome
- Planning: Clinical Instructors Annual Update
- Contracts and Affiliation - drafted clearer language
- [Update Epic Site-Specific Sheets](#)
- Review: Preceptor Forms - [Agreement & Evaluation](#)
- [Review: Preceptor Handbook](#)
- [Review: Mission & Vision Statements](#)