

**Greater Green Bay Health Care Alliance**  
**CLINICAL MEETING MINUTES**  
**Friday, June 27, 2025 | 8:30 AM | via Microsoft Teams**

**ATTENDEES:** Sherri Hanrahan-Bellin College, Nicole Phillips-NWTC, Taylor Philip-NWTC, Jessica Boldt-Advocate Health, Ally Mueller-HSHS, Julie Swavely-NWTC, Kelly Verhasselt-Bellin, Laura Janssen-Advocate Health, Mary Otto-Advocate Health, Carrie Karcz-Bellin, Cheryl Rentmeester-NWTC, Chris Vandenhouten-UWGB, Kaitlin Williams-UWGB, Trina Sargent-NWTC, Jennifer Myles-Clair- Advocate Health, Jenn Leonard-HSHS, Erin Demerath – Bellin College

## Welcome

### Clinical Instructors Annual Update

**Date: August 8, 8:30–10:30 AM**

**Action Items:**

- Slides and agenda updates due July 25
- Nicole will compile and distribute materials
- Meeting will be recorded
- Attendees encouraged to forward invites to relevant staff

### Contracts & Affiliation Language

- Nicole updated the language for clarity and flow
- Final review encouraged; no major concerns raised
- Email addresses were updated

### Epic Site-Specific Resource Sheets

**Bellin Health:** Sheet found and added, but will be removed due to upcoming **Fusion go-live (July 26)**

**HSHS:** Sheet updated (dated 8/1/2024); Jenn Leonard to review with her team

**Advocate Aurora:** Laura Janssen will resend last year's version for review

**Discussion:**

- Some concern about the **usefulness** of sheets due to frequent Epic updates
- Early-semester students find them helpful, less so for advanced students
- Consideration of **where to host** these sheets on the website (under Epic vs. Clinical Instructor Info)

### Preceptor Handbook Review

**Updates Proposed:**

- Revise language under RN Preceptor Responsibilities:
  - Remove “excessive” and “consistent” from attendance/tardiness clauses
  - Add “repeated or excessive schedule changes”
- Emphasize preceptors’ awareness of **agency-specific student skill policies**
  - Add to both the **handbook** and **orientation checklist**
  - Suggested wording: “Agency-specific student-related policies including skills list”
- COVID-19 Note: Decision to retain the COVID-related restriction for now
- Clarification: Clinical site policy **supersedes** the “May Do / May Not Do” list
  - Suggestion to emphasize this note visually (e.g., bold or larger font)

## Preceptor Agreement Form

- No major changes needed

### Discussion:

- Whether to add a checkbox for texting permission
- Ensuring students are responsible for submitting the form
- Clarification on preceptor experience: Preferably >1 year, minimum 6 months (exceptions allowed)

## Preceptor Feedback Form

- Used to evaluate faculty support and preceptor experience
- No concerns raised; form is working well

## Mission & Vision Statement

- **Mission:** Still relevant; minor typo corrected (“to advanced” → “to advance”)
- **Vision:** Discussion on whether to keep residency language
  - Members to check with their organizations if the residency page is still used
  - Potential to remove the residency tab if no longer applicable

## New Regional Alliance Grant

- No updates yet; grant decision expected by end of July
- Discussion on future representation from the Greater Green Bay Healthcare Alliance

## Meeting Schedule

- July meeting canceled
- Next meeting: August 8 (Annual Clinical Update)
- Following meeting: August 29 (Regular Alliance Meeting)

## NEXT CLINICAL MEETING

The next clinical MS Teams meeting is scheduled for Friday, August 22, 2025, 8:30 to 10:00 a.m.

Standing agenda items:

- Welcome
- Recap: Clinical Instructors Annual Update