

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