

Northland Training Coalition
Minutes
January 8, 2009

Attended:

Penny Linder-NTC
Janice Tilman-PCBS
Betsy Keleher-MWCC/CEADD
Sherry Summers-VSI
Leigh Morris-Triality Tots
Danielle Palmer-Triality
Jill Bartlett-NEEC

RECAP FROM LAST MEETING 11/13/2008

- The updated Instructor Guidelines were sent to all instructors to review and sign.
Update: Penny has received all signed guidelines.
- Penny will continue to send Janice copies of the instructor evaluations for review and discuss any problems noted. *Update: nothing to address at this time.*
- Immacolata Manor raised a concern for their instructor Susan Stolwyk, regarding the 3-Day Medication Administration class. Susan is concerned that the 16 hours of training time and 4 hours of practicum allotted for this course isn't adequate time for training. If NTC continues this teaching standard, she wants to increase the amount of training time or decrease the number of students that attend. Janice explained that these are the standards the state has set and all other nurses are able to complete the course within these guidelines. *Update: Susan has revised her class to stay within the allotted time and budget for this class.*
- Northland Early Education Center, mentioned that the Medication Administration Course, is tailored more for adults than children and doesn't completely meet their needs. Although the state does not require a certificate for their staff, their agency policy states that they obtain this certificate. It was suggested that NEEC consider revising their policy if it doesn't benefit the organization. Leigh mentioned that Triality has children as well, and has contacted Children's Mercy Hospital to help with additional trainings. She suggested that NEEC contact them as well. *Update: If additional training is needed, or if the nurses need to enroll in another Train the Trainer course, Northland Training Coalition will pay for it.*

FROM TODAY'S MEETING 1/8/2009

- The Northland Training Coalition website is up. www.northlandtrainingcoalition.org. It is password-protected, so you'll need to use the same username and password for the agency site and calendar.
Username: affiliates
Password: affiliates
The Instructor corner is only for instructor viewing at this time. You can view the calendar a month at a glance or click on additional months to view class info. As class information is added or updated it can be viewed immediately. I will be adding classes as they are scheduled, up to 12 months. If you scroll over the specific class, you can view the dates, times, instructor, location and any special instructions. Please take the time to log on and look around. If you have questions or suggestions call or email Penny Linder at pdlinder@msn.com or the new address info@northlandtrainingcoalition.org
- Concerned Care, Inc is asking the Coalition to consider sending one of their employees to the CPI Train the Trainer course. They have offered to reimburse NTC the cost for this training in addition to using the instructor periodically for NTC scheduled trainings. The Coalition discussed this opportunity and decided that another CPI instructor isn't needed at this time. If in the future one is needed we will discuss this matter again.

Next meeting is March 12, 2009, 9:30am, at Maple Woods Community College, Admin Building, Room 112.