

Northland Training Coalition
Minutes
November 13, 2008

Attended:

Penny Linder-NTC
Janice Tilman-PCBS
Betsy Keleher-MWCC/CEADD
Kimberly Gier-CCI
Sherry Summers-VSI
Leigh Morris-Triality
Tammy Aney-IMMAC
Jill Bartlett-NEEC

RECAP FROM LAST MEETING 9/11/2008

- The Instructor Guidelines was updated and sent to all instructors to review and sign. Received a majority of them back already.
- Dale Garrison is almost done with the website. www.northlandtrainingcoalition.org
Agencies will receive their calendar via email until the site is complete and available for viewing.

Janice Tilman-PCBS reviewed the quarterly Cost Summary Report. As of the end of September, total expenses were \$5000.00. That's within the budget at \$5000.00 per quarter for training and supplies. Total number of staff trained last quarter was 119: CPR/FA-67 people; CPI-17 people; Med Administration 33-people and Sign Language-2 people.

Immacolata Manor, regarding the 3-day Medication Administration Course, raised a concern their instructor Susan Stolwyk had. Susan is concerned that the 16 hours of training time and 4 hours of practicum allotted for this course is not enough time for this training. If NTC continues the 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.

Northland Early Education Center, mentioned that the Medication Administration Course, is tailored more for adults than children so that it doesn't really meet their needs. Although the state does not require a certificate for their staff, their agency policy states that they will 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.

VSI mentioned a seminar they attended regarding record retention and documentation. They explained how it was beneficial, and suggested this training should be offered. No other agency thought it would be something they would need.

Next meeting will be January 8, 2009, 9:30am, at Maple Woods Community College, Admin Building. Room 112.