



## **NFI Program Committee - Quality Assurance Advisory Council**

### **Minutes of the Conference Call Meeting, 13 July 2016**

Council Chair: K. Smith

Members of the Council Present: H. Als, D. Buehler, K. Vandenberg, K. Smith

Absent: G. Basso, excused J. Browne, g. Lawhon

**The Meeting Minutes from 15 June 2016 were approved.**

#### **Topic: The Progression Chart**

##### **Discussion**

There was a discussion of the progression chart. The addition of Senior NNACP Site Reviewer Training and Certification to the chart should be accomplished. Given recent Board Approval of the NNACP Site Reviewer Training Policy and Certification Renewal documents this step will be implemented into the progression chart. H. Als agreed to summarize the certification criteria to be entered into the respective box on the Chart. D. Buehler and S. Kosta will take on the graphics replacement of the item on the chart. These changes will be presented at the next QAAC call.

#### **Topic: NIDCAP Reading List Update**

##### **Discussion**

This item was moved forward to the next call due to time constraints on this call. Further progress will be reported at the next call. Discussion as to the provision of a complete reference list of all NIDCAP research trials was begun.

#### **Topic: Connection of QAAC to Trainers Meeting Planning Task Force**

##### **Discussion**

The topics and content development for the QAAC topics of upcoming NIDCAP Trainers Meeting were discussed. The tentative Title of the Session is "Nurturing and Guiding NIDCAP Trainers and Their Trainees". There will be a panel of Master Trainers with 2 facilitators to assist in questions and discussion from the attendees. Pre offered topics of discussion will include: Helping potential sites in selecting trainees, Supporting trainees with withdrawing from training or reliability session challenges, Challenging issues in Training i.e. nurse manager and neonatology challenges of the NIDCAP program, Introductory training, Caring for the NIDCAP Trainers and NIDCAP Professionals in Training. Supporting

the Trainer in challenging positions, Guiding trainees in how to care for themselves. This session will be discussed further at our next call.

**Topic: QAAC Membership Meeting at the Annual NIDCAP Trainers Meeting**

**Discussion**

The group discussed the importance of an in person QAAC meeting at the time of the Annual NIDCAP Trainers Meeting. An appropriate time and organization of this meeting will be decided at the next call. The specific agenda details for the October Trainers Meeting is expected to be available by then for the QAAC group to plan the timing of the meeting and the content to be discussed at the Trainers Meeting in Italy.

**Topic: Leadership Binder and Training Center Development Binder**

**Discussion**

These topics were touched upon during the call. There will be more information to come regarding these topics at future calls. This work will include topics in leadership and team building. This work is in the beginning phases and will be discussed further in future QAAC meeting calls.

**Topic: QAAC and the NNACP Session**

A questionnaire regarding the NNACP was sent to Trainers and will be used by the NNACP in their session at the Trainers meeting. It is planned that Master Trainers will be included in the NNACP session presentation. There will be further discussion at our future call regarding this topic and the support needed from QAAC members.

**NOTE: The next conference call meeting will take place on Wednesday, 14 September 2016 at 300 pm EDT.**

Date: 12 September 2016

Notes prepared by Karen Smith