



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

### **Minutes of the Conference Call Meeting, 15 June 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 18 May 2016 were approved.**

#### **Topic: Web Functionality for Certification Renewals**

**Discussion:** The NFI budget contains a budget item for the implementation of web functionality for NFI membership and certification renewals. A quote has been received from Planetaria and the Board will discuss this on the upcoming call. Sandra Kosta has formatted the documents further in preparation of this implementation. This budget item was not completed at the last Board meeting. There will still be a report on this item at the next meeting call.

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

##### **Discussion**

It was decided at the last meeting to add the NNACP Site Reviewer Training and Certification to the chart. Upon Board Approval of the NNACP Site Reviewer Training Policy and Certification Renewal documents this step will be implemented.

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

##### **Discussion**

K. Vandenberg reported that good progress was made on a conference call of the Reading List Taskforce (K. Vandenberg, R. Hedlund, and S. Butler). The taskforce has separated the reading list into two Levels. Level I: Readings appropriate to begin the NIDCAP Training process. And Level II: Readings appropriate to implement developmentally supportive NIDCAP care into the nursery i.e. Pre-Advanced Practicum readings. Additional publications, which support the individual's professional growth, will also be reviewed for inclusion in the Recommended Reading List. The Reading List Task Force hopes to provide a reading list, which is manageable and appropriate to trainees at both levels. The Task Force also proposes that from the beginning of training a journaling process in order to reflect and report on the readings be added to the training process. 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: NNACP Site Reviewer Training Policy**

**Discussion:**

The groups' discussion included the complex nature of the Site Reviewer Training process as well as the success of the newest two site reviewers, who participated in the training process. The organization of the training process for the site reviewer has been organized in a way that supports the site reviewer's learning as well as provides the reviewer in training with opportunity for personal reflection and discussion with other members of the site review team. The persons involved in the training process thus far have voiced their appreciation of the process as well as the support provided to them. It was recommended that the QAAC members review the process and offer further comments. Any comments, specific changes or recommendations should be given in the next 2 weeks. At that time the further edited policy will be reviewed once more by the NNACP Steering Committee and then sent to the Board for their comments/questions and final approval.

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

**Discussion**

The topics and content development for the upcoming NIDCAP Trainers Meeting is in progress. G. Lawhon reported that more information will be available after the Board's upcoming meeting on May 24<sup>th</sup>. D. Buehler and G. Lawhon will update the group on the plans for the 2016 NIDCAP Trainers Meeting at the QAAC's June 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 discussed at the June call. The agenda for the October Trainers Meeting will 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.

**The next conference call meeting will take place on the 15 June 2016 at 300 pm EDT.**

Date: 23 May 2016

Notes prepared by Karen Smith