



MINUTES, QAAC ZOOM MEETING, 30 AUGUST 2017

Present: *H. Als, K. Smith D. Buehler, g. Lawhon, K. VandenBerg*

Absent: *J. Browne, G. Basso*

TOPIC: MINUTES

The Minutes of the 12 July 2017 QAAC Meeting were approved and sent to S. Kosta for web posting.

TOPIC: PLAN FOR THE 2017 NIDCAP TRAINERS MEETING (NTM) QAAC SESSION

The QAAC approved the finalized NTM QAAC Session materials for *Nurturing the Trainer*, October 22, 2017, 0800 – 0915. Upon J. Browne's suggestion the group discussed the pros and cons of adding a time keeper to the Facilitators and Scribes of each of the six designated work groups. The decision was to leave it up to each Scribe and Facilitator to decide on how best to handle the time keeping for their group. This will be built into the ZOOM briefing session that J. Browne is planning to set up with the Facilitators and Scribes. In case that one or the other (or all) wish an external time keeper, g. Lawhon offered to identify such person(s).

The work groups will be asked to identify the following:

1. The three most prominent and challenging NIDCAP Trainer issues.
2. The three most important support strategies for Trainers.
3. The three most effective strategies to support Trainers on a continued basis.

Each of the six groups will produce a Response Sheet with the three top items for each of the areas listed above. H. Als will draft a Template for the Response Sheets and once approved by the QAAC will bring hard copies to the Meeting for the respective participants.

TOPIC: QUESTIONNAIRE

H. Als so far collected 19 out of 27 Trainer Questionnaires. The questionnaire's focus is the identification of preferred modes of communication for Trainer support. H. Als will summarize the responses and forward the summary to the QAAC Members before the next QAAC Call. This information will be helpful in taking the next steps on the basis of the results of the planned session 'Nurturing the Trainer'.

TOPIC: EDMONTON NIDCAP TRAINERS MEETING ATTENDANCE

g. Lawhon reported that 98 'full meeting' participants and 68 'Monday only' participants have registered.

TOPIC: CHAIR FOR NEXT YEAR'S QAAC MEETINGS

A new Chair will be identified for the QAAC meetings 2017-2018. Members are asked to reflect before the next QAAC Meeting on their availability to take on this responsibility.

TOPIC: QAAC IN PERSON MEETING AT THE 2017 NTM

A breakfast meeting set for 0645, Monday, 23 October 2017 was agreed upon. g. Lawhon will identify a quiet space for the meeting.

The next QAAC call is scheduled for Monday, **18 September 2017 at 4:00 pm (EDT)**.

Dated: 30 August 2017
Kathy VandenBerg/HA