



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

### **Minutes of the Conference Call Meeting, 10 February 2016**

Council Chair: H. Als for K. Smith

Members of the Council Present: H. Als, D. Buehler, J. Browne, g. Lawhon, K. VandenBerg,

Absent: G. Basso, K. Smith

**The Meeting Minutes from 20 January 2016 were approved.**

#### **Topic: Survey Monkey re Trainer Certification Renewal**

##### **Discussion**

H. Als pointed out that on the last call (20 Jan 2016) J. Browne had been asked to formulate a synopsis of the responses she received from the survey and send to the committee. J. Browne had sent in all responses that she received (5 of 7).

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

##### **Discussion**

It was decided at the last meeting to add the site reviewer training and certification to the chart and H. Als agreed to formulate a policy regarding site reviewer training and certification. H. Als indicated this task remains on her to do list. D. Buehler and S. Kosta are working together to revise the chart to include the site reviewer training, as well as to add appropriate credits to the chart.

#### **Topic: The Reading List Update**

##### **Discussion**

H. Als reported that good progress was made on a conference call with her, R. Hedlund, K. Smith and K. VandenBerg. They formulated the next steps and it was decided that S. Butler will join the task force. They will review the current list to identify the top papers from it, develop a logical grouping system and reduce the number of publications on the list. They will also review the readings that have been submitted by A. Kleberg, J. Brown and g. Lawhon and determine which of those to include in the revised version of the list. They will also identify the areas lacking in publications, i.e. reflective process. The reading task force will seek J. Browne's guidance on this topic. The revised version may be comprised of two separate lists – one for those who are just beginning training and another for those moving toward trainer status. The task force will present their draft to the QAAC for review and comment. K.

VandenBerg has sent her first draft to R. Hedlund and S. Butler for their review. The next phone conference between R. Hedlund, K. VandenBerg and S. Butler is scheduled for February 22, 2016.

This ends the agenda topics suggested for this meeting. While the group waited for g. Lawhon to arrive D. Buehler raised another topic:

**Topic: Kellogg Grant to be submitted by the Advancement Committee**

**Discussion**

D. Buehler described the content of the Kellogg proposal: Three states (Louisiana, Michigan and New Jersey) will be targeted for foundational NIDCAP training and support for local hospital leaders. The model is currently designed to include a formal introductory day for a large audience, a day for a smaller leadership group on how to begin building a team to move toward NNACP, a 6 month follow-up, and then after one year, a more formal training will be conducted and followed in 6 months with more guidance. The aim is to jumpstart NIDCAP training in the US with the ultimate goal of using the model to change systems in other states in the future. She asked if the QAAC would be willing to review the text and offer guidance on the objectives and the content of the training. H. Als suggested cutting down the introductory lecture and incorporating NNACP with video vignettes and also building in an online learning experience.

H. Als agreed to review the proposal.

*3:22 – gL joined.*

g. Lawhon offered to speak with R. Hedlund about his infant transition projects which may help guide the Kellogg grant proposal.

**Topic: 8. Connection of QAAC to Trainers Meeting Planning Task Force**

**Discussion**

g. Lawhon's suggestion was to have a member of the QAAC be on the Trainers Meeting Program Committee. The other idea suggested was to have a regular commitment by g. Lawhon to share with the QAAC, in advance of decision making, the plans of the Trainers Meeting Program Committee. g. Lawhon asked for the group to share their thoughts.

H. Als had raised the issue that brought this topic to the agenda: The recent change in the Trainers Meeting dates after they had already been chosen and publicized. H. Als suggested that a process might be put in place by which such decisions were made, which should include affording the opportunity for Trainers to weigh in on the change of dates. She emphasized the importance of including the Trainers in such a change of announced date decision as they are required to attend these meetings.

As the discussion progressed as to how best to integrate the work of the QAAC and the Trainers Meeting Task Force, it became evident that clarification of the QAAC's expectations was indicated.

*3:35 J. Browne left the meeting at this point. She offered to talk directly with g. Lawhon about this topic.*

## NFI Board of Directors Conference Call

The committee asked who the primary constituents of the Trainers Meeting are, i.e. what is the purpose of the Trainers Meeting? g. Lawhon reminded them that this is a topic for the Spring Board meeting. The committee expressed the need for discussions to begin prior to that meeting. Since the Trainers Meeting falls under the NFI Program Committee, and the QAAC is the core leadership of the Program Committee, the QAAC should be at the core of these discussions. H. Als asked for clarification of the purpose of the one day conference as it seems there are many different opinions about its purpose, about its placement in the Trainers Meeting program, and its effect on the Trainers themselves.

g. Lawhon asked the other members of the QAAC what level of involvement they wanted in planning the Trainers Meeting. She indicated that the program planning for this year's meeting is imminent. Speakers will be secured within the next couple of months. g. Lawhon agreed to share the current plans of the Trainers Meeting Program Task Force.

The next question discussed was the Trainers Meeting evaluation process. Perhaps the evaluations should be considered by type of attendee, e.g. Trainers, NIDCAP Professionals, other. The feedback of the Trainers should be considered most important in considerations of changes to future meetings.

The QAAC was in agreement that a discussion and clarification of these topics is timely. They were unsure of the most productive forum for discussion – the QAAC, the Board, or just key leaders from both. g. Lawhon indicated that N. Conneman asked for this topic to be included on the agenda of the Spring Board meeting so she advocated for his participation on such a task force. The QAAC came to an agreement that a committee comprised of g. Lawhon, J. Powlesland, D. Buehler and N. Conneman would be formed to discuss the Trainers Meetings' overall purpose and goals. A phone call will be arranged. g. Lawhon will also give some thought to changing the name of the Trainers Meeting Program Task Force so as to eliminate confusion with the overall NFI Program Committee.

**The next conference call meeting will take place on the 16 March 2016 at 3pm EST.**

Date: 16 February 2016

Notes prepared by Sandra Kosta

Member of the Program Committee

NIDCAP Federation International

