



**NFI Program Committee**

**Quality Assurance Advisory Council**

**Minutes of the Meeting Call, 16 December 2015**

Council Chair: K. Smith

Members of the Council Present: J. Browne, D. Buehler, K. Smith, K. Vandenberg.

Absent: H. Als, G. Basso, g. Lawhon

**QAAC Minutes of Oct 2015 meeting at Annual Trainers' Meeting were approved.**

**QAAC Minutes of November 2015 meeting call approval will be deferred to the next meeting in January 2016.**

**Topic: Web Functionality of Certification Renewal Opportunities**

**Discussion:** The web function is not complete at this time. S. Kosta continues to work on this project. D. Buehler reported on progress. At this time there is not a timeline for the renewal documents to be a fillable file. There will be a report on the progress made at the next QAAC Meeting Call.

**Topic: Renewal of Certification Documents**

**Discussion:** The group discussed the documents for Certification Renewal. These documents which will be available on the web were presented at the meeting in Arizona. At the conference call meeting in November Joy Browne agreed to prepare a survey in regards to the renewal of certification document. Joy prepared the survey which was sent to the QAAC members for review and input. Joy stated that she had received 2 surveys returned to her. There was a brief discussion of the survey. The members present agreed to respond to the survey. The absent members would also be invited to respond to the survey. The QAAC would then discuss the responses to the survey and make any additions to survey that the group agreed upon. The Survey could then be deployed to the membership for their response to the Renewal documents. The survey would be deployed to them via Survey Monkey. The members are requested to complete the survey by January 15<sup>th</sup> in preparation for discussion at the next QAAC call on January 20<sup>th</sup>. After responses from the members of the QAAC Joy will report on any changes suggested regarding the survey. These changes will be considered at the QAAC meeting in January 2016. At that time the deployment of the survey to the members for their completion will be discussed.

**Topic: APiB Certification Renewal Documents**

D. Buehler shared with the group that she and H. Als would provide a report at the next meeting

**Topic: NIDCAP and APIB Reading List Update**

**Discussion:** K Vandenberg reported that there had been 4 additional articles submitted for review. She, g. Lawhon and R. Hedlund are in the review process currently. Recommendations regarding including these additions to the Reading List will be proposed at the next meeting. QAAC members were encouraged to submit articles they feel would be appropriate for consideration for addition to the reading lists.

**Topic: QAAC Membership Meeting Calls**

**Discussion:** The group engaged in a discussion of potential call dates and times to provide for maximum participation of the group's members. A proposal was made for the call to take place on the third Wednesday of the month at 1500 US Eastern Coast Time.

**Topic: Advancement Chart from Trainee to Senior Master Training Chart**

There was brief discussion of the Advancement Chart. J. Browne suggested that Kay Spence should be acknowledged for proposing a model of the advancement chart. D. Buehler stated that she and Sandra Kosta had been working with Kay and the Board to develop the advancement chart. This will be reviewed by the QAAC at the next meeting call.

**Topic: Topics for future consideration by the group**

The members will forward any suggested topics for the group's discussion and input to be added to the agenda for the next meeting call to K. Smith.

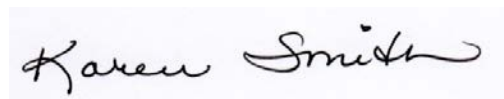
**The next conference call meeting will take place on 20 January 2016, 1500-1600 (US East Coast Time).**

Date: 20 December 2015

Notes prepared by Karen Smith BSN, MEd

Chair of the Quality Assurance Advisory Council

NIDCAP Federation International

A handwritten signature in black ink that reads "Karen Smith". The signature is written in a cursive style and is positioned on a light blue rectangular background.