



## **NFI Program Committee**

### **Quality Assurance Advisory Council**

#### **Minutes of the Meeting Call, 18 November 2015**

Council Chair: H. Als,

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

Absent: G. Basso

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

#### **Topic: QAAC Chair Rotation**

**Discussion:** QAAC Chair rotation was discussed by the group. The Chair of the group will rotate annually. K. Smith will serve from Nov 2015 to October 2016.

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

**Discussion:** The functionality of web certification renewals was reported on by H. Als. The web function is not complete at this time. S. Kosta continues to work on this project. 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 will be available on the web were presented at the meeting in Arizona. The opportunity for the discussion of the documents was limited at the meeting. J. Browne suggested taking the opportunity to obtain feedback from the NFI membership regards to the use of the documents. We would like to obtain any suggestions that might be made by the members. J. Browne agreed to prepare a survey which could be deployed via Survey Monkey to the membership to get their input on the on the certification renewal documents. J. Browne will share the survey with the group and further discussion will take place at the next QAAC call in December. A plan for the deployment of the survey will be made at the December Meeting Call.

NFI Board of Directors Conference Call

**Topic: APIB Certification Renewal Documents**

**Discussion:** Planning and Preliminary Discussion (All)

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

**Discussion:** This topic was touched upon. K VandenBerg will provide a report at the next QAAC Conference Call in December.

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

**Additions to be considered for addition to Advancement from Trainer to Senior Master Trainer Chart.**

**Other:**

**The next conference call meeting will take place on 16 December 2015, 1500-1600 (US East Coast Time).**

Date: 20 November 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.