



NFI Program Committee – Quality Assurance Advisory Council

Minutes of the Conference ZOOM Call Meeting 5 December 2017

Members Present: H. Als, G. Basso, J. Browne, D. Buehler, M. Johnson, K. Smith, K. Vandenberg, D. Vittner

Absent: N. Conneman, J. Helm, g. Lawhon

Topic: Minutes from 15 November 2017 Call Meeting Review and Adoption:

Discussion: The Minutes of the 15 November 2017 Meeting were discussed. A clarification of the difference between mentoring and consultation will be drafted by J. Browne and included in a revision of the 15 November 2017 Minutes, which then will be sent out again and after the group's review possibly adopted by email or at the next QAAC Meeting, 9 January 2018. **Topic: Date and Time of Future QAAC Calls**

Discussion: The following dates for the first three months of 2018 were decided upon preliminarily: 9 January 2018, 3PM US Eastern Time, 20 February 2018, 3PM US Eastern Time, and 13 March 2018, 3PM US Eastern Time. The QAAC members are asked to please review their calendars and respond regarding the proposed dates and times of the QAAC Meetings for the first quarter of 2018.

Topic: Review and Adoption of Training Materials

Discussion: The group discussed the new and updated NIDCAP training materials, which were scheduled for further review and revision. A number of the documents were reviewed and discussed on the call. Some documents require minimal updates, while others require significant updates and edits. The revised Medical Background Sheet requires minor spacing adjustments. D. Vittner will highlight the areas concerned and send the sheet to H. Als, who will work with S. Kosta to finalize the sheet. The new NIDCAP Write Up example requires significant revisions; the group decided that personal reflections should be respected as private. Instead guidance to the topic of the reflection section of the new example will be drafted by D. Vittner, who will circulate her suggestions for the group's further input. The example write-up will be

further edited by D. Vittner in order to assure positive formulations throughout. The group decided that the opportunity to update and edit this observation example, and use it going forward was chosen. Dorothy agreed to work on updates to the example as well as training materials which accompany this example for the group to review prior to this next meeting call in January. Joy agreed to collaborate in this process as well. H. Als agreed to review and update the Guidelines for NIDCAP Trainers and Trainees that are part of the NIDCAP Training Binder, with an emphasis of the components discussed above regarding the NIDCAP write-up.

Topic: Discussion of Mentoring vs. Consultation

Discussion: The group will continue to work on articulating the two processes, Mentoring vs. Consultation. This topic will be geared towards developing frameworks to be shared at the 2018 Trainers' Meeting.

Topic: Training Issues

Ideas for topics at the next Trainers' meeting were postponed to a future call. Thoughts expressed previously included: Reflective sessions regarding the QAAC, Training through Story Telling, Reflective Processing and Mentoring. The key challenges resulting from the QAAC Session at the 2016 NTM were summarized by J. Browne to include: Updates of all training materials; translation of all training materials, integration of NIDCAP training into University settings for credit opportunities, and the use of technology to provide NIDCAP education. These topics will be included in future QAAC discussions and placed on the group's ongoing agenda.

The next ZOOM Call will be on Tuesday, 9th January 2018, 1500 – 1600 EST.

Notes by K. Smith/HA, 5 December 2017