



MINUTES
Quality Assurance Advisory Council (QAAC)
Video Conference Meeting
April 29, 2020

1330-1430 EST

Participants

Present: Heidelise Als, Deborah Buehler, Melissa Johnson, James Helm, Inga Warren, Joy Browne, Dorothy Vittner, gretchen Lawhon, Jean Powlesland

Absent: Nikk Conneman, Karen Smith, Graciela Basso

Courtesy Copy: Kathleen VandenBerg

Minutes from the March 25, 2020 Quality Assurance Advisory Council (QAAC) meeting were presented electronically. Motion to approve the Minutes carried.

Discussion of QAAC description within Program Committee description: D. Vittner reported that she has received much feedback, mostly around formatting and layout. H. Als noted that the statement on Intellectual Property Protection should be moved to the Governance section of the website. D. Vittner suggested integrating all changes and sending out a clean copy.

Action Step: D. Vittner requested that all other edits be sent to her by Friday, May 1, and she will then send out a final version that we can vote on electronically.

Discussion of document “What is FINE?” and planning for next steps in website inclusion: H. Als praised the current version and suggested it be placed on the website. Discussion ensued regarding the best location and what other information would be helpful. g. Lawhon asked for clarification of the goal; H. Als stated it was to clarify the relationship between the FINE and the NIDCAP training processes. I. Warren noted that there is no FINE website, so this information source is useful. After some discussion, it was suggested that the “Endorsement” section of the website may be the best site for this information, with supplementary summary information added. I. Warren noted that she has an electronic “brochure” that provides further information. After further discussion it was decided that I. Warren will write a brief FINE description that will be added to the Endorsement FINE entry, as is the case for the other NFI Endorsement entries on the NIDCAP web. The web placement of the FINE NIDCAP relationship statement will be discussed further with D. Buehler’s leadership.

Action Step: I. Warren will write 3-5 sentences describing the FINE program, to be included in the Endorsement section of the website, with a link to the brochure and her contact information in the public website page. The “What is FINE” document likely will be placed in the protected section of the website. D. Buehler will share this plan with the Board of Directors, and then work with S. Kosta to place both on the website.

Discussion of the results of the survey on online meeting support options: M. Johnson summarized the results of the survey, which was sent twice with responses received from 15 trainers. In an effort to determine the response rate, former Membership Chair J. Helm was consulted; he noted that while there are 79 addresses on the Trainers' list serve (per information provided by S. Kosta), several individuals have multiple addresses, and Trainers in Training and Center Directors are included. There are also a number of inactive trainers. He estimated that there are about 25 active trainers for whom the survey would be relevant. Based on this estimate, the response rate appears to be over 50%. In general, there was significant support for offering on-line ZOOM groups to trainees at various levels. There was discussion of the goals of these groups, led by J. Browne and J. Powlesland, and it was clarified that their goals would be mentoring and coaching around implementation of NIDCAP, and more formal reflective process guidance and supervision would be set up individually by those who are qualified to provide such a service. H. Als and G. Lawhon described their vision of how these groups would work and how potential participants would be informed about them and sign up. The question of compensation for those providing this support was discussed. These activities could involve significant time. The group's consensus appeared to be that each trainer would consider their individual arrangements. .

Action Step: J. Browne, J. Powlesland and I. Warren will work together to finalize a proposal for each interested trainer to develop a short description of what they could offer, their language options, any cost involved, etc. that could be posted on the website, with the President's letter to the membership serving to alert members of its offer of support when ready.

Action Step: J. Browne suggested offering an on-line "meet and greet" informal ZOOM call to the NIDCAP community to provide mutual support and encouragement during this difficult time. J. Browne will announce this activity through the list serve.

THE NEXT QAAC MEETING WILL BE HELD ON WEDNESDAY, MAY 20, 2020 FROM 1300-1400 EASTERN DAYLIGHT TIME.

Respectfully submitted, April 30, 2020
Melissa R. Johnson

NOTE: Should NFI Members wish further detail or have questions related to the Minutes, please feel free to write to any of the Members, who attended this meeting.
