



MINUTES
Quality Assurance Advisory Council (QAAC)
Video Conference Meeting
JANUARY 20, 2020

1200-1300 EST

Participants

Present: Heidelise Als, Deborah Buehler, Melissa Johnson, James Helm, Joy Browne

Absent: Inga Warren, Karen Smith, Graciela Basso, gretchen Lawhon, Nikk Conneman, Dorothy Vittner

Courtesy Copy: Kathleen VandenBerg

Minutes from the November 19, 2019 Quality Assurance Advisory Council (QAAC) meeting were presented electronically. Motion to approve the Minutes carried.

Foundations in Education Workgroup: Planning for the Parent Video project is underway. The weekend of August 14-15 has been selected to create the videos in Raleigh, North Carolina.

NIDCAP Trainer Mentorship: The concept of video conferenced-based support meetings was discussed. This initiative has been trialed by J. Browne and was discussed at 2019 NIDCAP Trainers Meeting. The discussion included:

- Which Trainers would serve as ongoing mentors and what could be the frequency of video conferencing of trainers with trainers-in-training. Ideas generated were (1) The QAAC releasing a statement on the trainers' Google list to encourage people to offer this to their network of trainees; (2) The QAAC offering encouragement, ideas, support for each trainer to organize on their own; (3) Considerations of the number of optimal post-certification contacts; and (4) Development of QAAC guidelines that suggest regularity (that could evolve), individualization, and logistics support. H. Als noted that she meets by video conferencing regularly with one of her now-certified trainer groups around internal and external training issues. She described that rather than being organized as a reflective process experience the calls are an opportunity to consider practical training issues. Additional issues to be worked through: Master/Senior Trainers could clarify what they would be available to offer; NIDCAP Trainers are welcome to sign up for mentorship from NIDCAP Trainers other than their own; Senior Trainers can determine their individual availability; Optimal

size of mentorship could be determined. Other members of the QAAC who are doing similar work will be reached out to for their insights and suggestions.

ACTION STEP: J. Helm to draft letter to Master and Senior NIDCAP Trainers about their interest and commitment to the mentorship of NIDCAP Trainers.

- J. Browne suggests that we are clear about defining the goals for the QAAC broadly, and then more specifically the goals for these mentorship meetings. Considerations for the goals of formal mentorship included: merely staying connected; true reflective process; and/or focus on ongoing training issues. Also discussed was whether members may come and go in the mentorship group over time. The QAAC members determined that the sessions could be reflective or pragmatic, depending on previous relationship and the training and skills of the Senior Trainer.

Discussion of NIDCAP Trainers Meeting (NTM) Small Group Session: The QAAC reiterated the need to clarify the council's role to facilitate setting goals and priorities for its activities.

ACTION STEP: The Program Committee will review what has been previously written and update and/or develop a description of the roles and responsibilities of the QAAC.

- D. Buehler reviewed that D. Silberstein and J. Powlesland led the NTM session entitled *NFI Next Steps: Membership Input on Initiatives*. Each of the session's four workgroups were facilitated by NFI members who are submitting summaries to the session's leaders for meeting participant feedback and next steps. J. Tyebkhan and D. Silberstein summarized their session on Training Materials and Methods and offered recommendations for NFI training action plans. The QAAC should review these suggestions and strategize how best to advance NIDCAP training and its materials. D. Vittner and D. Buehler will organize next steps for the QAAC. H. Als inquired about the form in which feedback from the breakout sessions will be shared. D. Buehler stated that summaries of the group discussions will be distributed to the NFI membership. D. Silberstein and J. Powlesland are collecting and summarizing the other three workgroups.

QAAC decision-making: A brief discussion was held to determine which issues needed to be voted on by the QAAC before going to the NFI Board of Directors. It was concluded that certification issues are the QAAC's responsibility and need to be voted on before being submitted to the Board.

Scheduling next meeting: In order to give all QAAC members input into selection of time/date of upcoming meetings, M. Johnson will send out Doodle poll for the schedule.

Respectfully submitted,
Melissa R. Johnson

January 21, 2020

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.