**Work Group Summaries**

**2012 - 2015**

**All work group meetings/discussions at the Spring 2014 meeting were tabled due to the upcoming Clinical Education Summit**

**Contemporary Issues Work Group**

**Spring 2015**

* Focus on development of guidelines/policiesregarding authorship and data management

**Fall 2014**

* Collecting and updating 2015 data
* Discussion of authorship and data management
* Asked to work on:
  + Firm Policies and Procedures regarding research/scholarship
  + Data list and rationale, timeline and to solicit agreement or non-agreement of members (Core site data)
  + CCCE and DCE training efforts
  + Gathering info on p & p on slot placement

**Spring 2014**

* Focus on Summit prep and Sharing Summary of White papers – no new initiatives

**Fall 2013**

* Will work on the draft of the scholarship/research policy.
* Identified points that should go into the policy: consortium data, authorship, data management among a few other things.
* Focus will be on consortium research and research using consortium data.
* Individuals are still able to collaborate amongst themselves, but will not fall under the consortium policy.
* We may also develop a template for a researcher to fill out to make request for consideration.
* Next step: what type of consortium data would we want to keep? A data set has been started by Janice and her students. Will continue to develop.

**Spring 2013**

* Website-Pete and Lynn to work on this
* Zotero-consider using for consortium research
* Draft Policies and Procedures regarding issues of scholarship (IRB, Authorship, etc.)

**Fall 2012**

* **Contemporary Issues Work Group:** Has not met yet.

**Operations Work Group**

**Spring 2015**

* Website modifications-calendar

**Fall 2014**

* No new initiatives with policies; reviewed dress code and attendance policies-Suzanne to submit to yahoo group site
* Asked to work on:
  + Centers of Excellence (different levels) and CI Recognition
  + Terminology
  + March Annual mailing
  + Policies

**Spring 2014**

* Focus on Summit prep and Sharing Summary of White papers – no new initiatives

**Fall 2013**

* Discussed terminology suggestion-order (initial, intermediate, final) + placement (concurrent, integrated, post-didactic) + length (weeks) + setting (rotation type). Should Sean share letter on clinical education list serve? Yes. And ask if others had a response.
* Janice to share information that she is disseminating to clinicians about Academic Council initiative.
* Ideas to develop website to be presented at next meeting.
* Vision of shared mailing for March 1 annual slot form. Could we pilot a shared form with select group of CCCE? May in the future have to pay for survey tool? Acadaware’s next step for those who have that service. Christine and Suzanne to work on this. Some universities using E value (not set up for PT-would have to customize).

**Spring 2013**

* Universal Dress Code-draft fairly complete, Suzanne will route to all members for feedback.
* Attendance-difficult to standardize, however general statement can be made regarding attendance. How the individual programs deal with issue regarding attendance depends on many factors. Suzanne will write draft of attendance statement.
* Request forms/slot forms-review all forms to see if further streamlining can occur. Sean to collect forms from all programs and review.
* Standard terminology-decision to wait on this due to national initiative.
* Job description for CI-Peri to work on draft of this.
* Learning objective templates-Amy to work on drafting these. All to send info regarding objectives if they have them.

**Fall 2012**

* Met twice via phone conferences, talking about moving to Google hangout (up to 10 people). People need a google account or gmail. We could then get rid of our Yahoo group. Need something that is easier to navigate. JH made motion to move to Google to house consortium stuff. LS 2nd, all agreed, passed.
* Reviewed standardization of terminology.
* Discussed website development, & CI job description. Discussed developing spreadsheet for CI about exceptions of programs based on clinical level.
* Talked about pre-clinical procedures;
* Suzanne passed out compilation of program’s dress code.
* Suzanne presented information gained on the programs ‘attendance policies.
* Lastly this group wants to collaborate with Mentorship group for commendation of clinical sites.

**Mentorship Work Group**

**Spring 2015**

* Developed policies and procedures for awarding the KOL and Peter D. Mosher Scholarships

**Fall 2014**

* Selection of individual for CSM Pre-Course
* Begin to develop policies and procedures for awarding KOL Scholarship
* Asked to work on:
  + Developing ELC scholarship (by Dec)
  + Courses for CCCEs (select CCCEs for first course or maybe for next years fall course?). One speaker and breakout sessions. Could do ceremony for recognition. With OPTA conference? Present from our desks for local individuals once established. Planning committee DCE/ACCE and CCCEs. Open-source sharing across consortium.
  + Inventory for education of sites
  + Evaluating and adding items to website (mentorship tools)
  + Social Media (start buzz-to bring CI/CCCE to website, twitter)

**Spring 2013**

* Focus on Summit prep and Sharing Summary of White papers – no new initiatives

**Fall 2013**

* Discussed sharing of resources, if you have a presentation, power point, notes-upload to see what others have done. Then look at what topics could be developed into CEUs.
* Folder with Bios for CEU apps (please fill out on yahoo groups). Then take to online later.
* Sponsoring clinicians/KOL credentialing program: KOL does want the person receiving it be an APTA member, do we need something for non-members? Another program for ELC scholarships?
* Other: Ohio will be involved in APTA initiative where membership will gradually increase over 3-5 years, so that price slowly increases after graduation (ramp up).

**Spring 2013**

* Needs and preference surveys to examine barriers, benefits and mechanisms, etc. (PTs and/or just CIs)
* Awards-policies on KOL, ELC scholarship to be completed with process for application and registration. Will announce/report on awards at lunch at fall event.

**Fall 2012**

* Doing survey for needs. Lit search being done.