# Called to Order/Attendance/Time Keeper: 8:30-8:35am

* 1. Erin Hoffmeyer timekeeper
  2. Attendance remotely: Karen McIntyre, Paula DeLorm
  3. Attendance in person: Carrie Clark Hawkins, Sean Gallivan, Amy Both, (UF), Trisha Renner, Cara Carramusa, Amber Boyd, Janice Howman, Erin Thomas, Amelia Siles, Jamie Bayliss, Erin Hofmeyer, Kara Lee, Allison Durham, Tonya Apke

# [Approval of the Fall 2018 Meeting Minutes](https://docs.google.com/document/d/1pilv5XVLLA9_lYcKcV8hEJZWwCgLUXpSyJf5Fq7Tc-I/edit#heading=h.f2i0thvewtng): 8:35-8:40am

* 1. Cara motioned, Amber seconded, all approved

# Nominations for Chair and Secretary for Fall Vote: 8:40-8:50am

* 1. Secretary
     1. Kara Lee
     2. Amber Boyd
     3. Maybe Karen McIntyre
  2. Co-Chair
     1. Maybe Karen McIntyre
     2. Jamie Bayliss

# Q/A Regarding Officers’ Reports-Submitted via Email: 8:50-:9:15am

* 1. Google doc with links allows people to view, has been more efficient

## [Chair’s Report](https://docs.google.com/document/d/1KagpnWfUYY0y0vGX6ICQf8rkTFypDKiK1nA3g-BdvhA/edit)

## [Vice Chair’s Report](https://docs.google.com/document/d/1iomtcXA_xJJLen8EQo57TPYp__8_HSMyvJhYQ0dNspA/edit)

## [Secretary's Report](https://docs.google.com/document/d/1mXTgqDUpxHCJVV_T1vFkPOjGm7RbjUovFL16pELUF80/edit?usp=sharing): minutes linked above; Carrie to review minutes

## [Treasurer's Report](https://docs.google.com/document/d/15k9AAO5OGw7DkOHwreoFDA4ddYldipGN3XYr_NZe4go/edit?usp=sharing) : discussing budget in Old Business

* + 1. Budget discussion -- today’s lunch and annual Wix fees outstanding
    2. Dues all on time -- thanks
    3. Budget clarifications -- minutes for Fall 2018 show a few gaps
       1. Lenoire, Jannette - has not done anything with KOL
       2. Jankour has been paid out
       3. Stein has been accounted for due to personal issue 2018 ELC
       4. Discussion of time frame for use of KOL $ -- awarded in spring and perhaps they have a year to close it out -- provide a list of courses and dates as a suggestion
    4. 2019 budget conversations
       1. Grant/scholarships discussion -- $1,100 miscellaneous amount
       2. Discussion of what to do with old binders -- Jamie Bayliss discussed that it is not necessary to keep archived information

Q/A Regarding Committee and Task Force Reports: 9:15-9:45am

## [PTA Consortium Report: Carolyn Shisler](https://docs.google.com/document/d/1Dq7HVT8n19wNGRIlYgKhOx3UVtlEPVXISbNed01m43E/edit#heading=h.gjdgxs)

* + 1. Contact Carolyn with Questions

## Clinical Ed SIG:

* + 1. CPI
    2. TIme away from clinicals for interviews
       1. What does everyone in the Consortium do?
          1. From 5 years ago: 1-2 days away

illness

unanticipated absences

This discussion came before residency and job application

* + - * 1. Discussion on Attendance policies -- Amy made a table for us to reference [Attendance Policies and Procedures](https://docs.google.com/spreadsheets/d/14UCjaGwspwV0AtozSywc6gRKC-HXTSJYjXrUAm0woiA/edit#gid=1839270732)

OSU: 2 days on 10 weeks for residency interviews; 1 day for presentation -- all else has to be made up; if they get sick on top of that? 1 illness day

Karen McIntyre: professional involvement is not presentation time -- CSM is missing 3 days of 8 week clinical; they have 2 other years they can go; presenters at CSM make up time -- have discussed “PTO” type days -- 1-2 days

Dayton: for all classes, if you are not in attendance for 90%, you could fail the course -- 12 weeks = 6 days -- not a policy

MSJ -- 2 x9-1 x10 weeks with 2 days bonafide illness -- if they have had 5 over other clinicals, ALL OTHER TIME has to be made up; had to keep up with absences; 1 day for NPTE and 1 day for job interview on terminal clinical

YSU: not in a policy

Emphasis on professionalism and noted that there have been discussions of accountability and different views on students contacting DCEs on absence.

If they don’t report to DCE, they are accountable to the CI/site -- like an employee

UF time off for cont. ed -- if they meet criteria, 1 day and have to contact CI. Starfish is a tracking mechanism -- can get kudos or track attendance, if there is a concern, etc.

Sean -- increase use of CPI as point of documentation of time off -- can be a unified message

* + 1. Volunteer hours before application to programs

## [ACAPT-NCCE and Task Force Reports (Payment, Terminology, Placement Process)](https://docs.google.com/document/d/1J7HwKOkAlrKkFaqOWloLlKnh0bK_xTzB073-HXV836U/edit): Jamie Bayliss

* + 1. Newly elected members will be announced soon: Janice Howman is the new NCCE chair <https://acapt.org/about/our-leadership/consortium/national-consortium-of-clinical-educators>
    2. Terminology group is now working with APTA to change HOD documents and getting FSBPT on board; working with CAPTE
    3. ELC: Placement process will look
    4. Observation hours -- motion to come to ACAPT -- impact on clinical education
    5. Clin Ed sig is also looking at observation hours and NCCE may not be ready to collaborate yet
    6. NCCE clinician access for emails, contact information would be helpful, CC suggested, especially for research -- clinical partners should be accessible more transparently -- a box they could check to see if they want their information released. We need their influence on research.
       1. NCCE falls under ACAPT -- unless ACAPT is doing the research, there are proprietary issues
       2. Discussion of role of ACAPT within APTA -- but they run separately
       3. JB: Communication improving between APTA, ACAPT, NCCE, CESIG. APTA short staffed
          1. student supervision IRF -- APTA,ACAPT, NCCE, CESIG communication was disjointed -- Donna Applebaum was key for this
          2. All clinical partners and DCEs are listed on the NCCE site
          3. Christine McCallum had a slide from Tuesday’s presentation at OPTA Lunch and Learn -- Institutional membership -- ACAPT and NCCE; Academy of PT education and Clin Ed Sig represent the individuals; Educational Leadership Partnership connects these two. ACAPT has been functioning autonomously. ACAPT and APTA -- Donna, Chalee, Janice article in Journal of Allied Health
          4. Communication is the key -- Regional consortium at ELC 2018 was very helpful although limited due to hurricane; ELC 2019 -- continuation of communication structure -- anticipate report in the next week from ELC 2018 related to communication accessibility
          5. Carol Beckel will have a seat at the table from the ELP group -- Clin Ed did not have a voting voice; Donna had a voice but not a vote -- progress
          6. Amy Both noted that Clin Ed is on the mind of many

OPTA Lunch and Learn Tuesday had 98 participants -- and all stayed. Janice and Paula at OU -- used resources to sponsor 23 attendees.

Ranking and reward system at OU -- assessing clinical partnerships -- to rank their partners with 3 tiers -- high achievers -- get rewards; next tier there is room to develop more with qualitative and quantitative metrics -- they need built; lower tier -- why aren’t we stronger partners group -- decision making to purge ro bring them up -- fewer but stronger based on alignment > geography, shared philosophies “good fit”; excited to share the powerpoint. Noted that Dean and Director have a healthy clin ed budget

Wanted 5 schools to ELC -- only did 3

Raffle for elective courses -- CIs for TPDN, NDT part A, Women’s health, CEU like lunch and learn

accountability -- who attends after what is offered

## Student SIG: Tonya Apke -- tabled due to her unexpected absence

* 1. Consortium Fall Conference Planning-North: Karen McIntyre:
     1. Consortium meeting to be held Friday November 8th with Fall Workshop on Saturday November 9th at CSU -- Priming Gen Z for Clinical Practice [Consortium Fall Conference Planning](https://docs.google.com/document/d/1nHzfOHJb5Em6w5UP2y41Uk2Z3o5NbCKKvi7RMPj1nNk/edit?usp=sharing)
        1. AM: Clinical Readiness -- what, why, how -- panel of SCCEs and CIs followed by IGNITE type scenario
           1. post guides on website afterward for resources
        2. PM: Mentoring skills -- students with anxiety and difficulty managing stress
           1. Amy Both has been working with Allison Madson, PTA, PT, COTA, SLP -- better culture of mentoring students at ToledoUMC

mentoring

feedback

exceptional students

tests for competency and retention

building on what Carole Recker-Hughes presented at ELC

* + - 1. Dual roles of educational mentors (Christine article)
      2. Efficiency with students
         1. mentoring and getting patients seen
         2. Clinician and Karen McI
      3. setting expectations -- student vs. residency
      4. having crucial conversations
      5. send input to Karen McI
      6. fostering emotional fortitude in our students
    1. Friday, Nov. 8 is our Consortial meeting
    2. Marketing it in the summer
    3. Budget: about $40-45/person
       1. virtual logins are a possibility
       2. Zoom is an option -- MSJ has fal interviews on the 8th at 3 PM

## Old Business:

* 1. [2019 Budget](https://docs.google.com/document/d/1t_uGlZxlg_bvsr4n_rUzg-2Wi8Wn5fy6-QoUKlNpI6E/edit) and [2018](https://docs.google.com/document/d/1TWQ30nSOaZxHSnSsGHc7HV4tmaQKEviVaLOWanznmGc/edit) Discussion: Cara Caramusa 9:45-10:05
     1. Karen’s estimates $6-7,000 expenses for fall event; estimates for 125 people
        1. Motion to allot the subcommittee $2500 loss for the fall event -- Janice Howman
        2. second by Carrie Clark Hawkins
        3. Vote: unanimous
     2. Suggestions that additional miscellaneous $1100 that can be distributed to clinicians + Amy Both’s honorarium -- $1300
     3. CC and second Amelia siles
     4. CC move to amend original motion
     5. CCH seconded
     6. Vote: unanimous
        1. each University can have 2 clinicians attend without cost
        2. suggestion to look at the remaining dollars after the budget finalized to support attendees
     7. Discussion of additional funding breakfast for the fall event $9-12/person -- to make $3500 allotted for food
     8. Room setup ($250-400) or AV set up
     9. 15% tax to CSU -- anticipated $1000 max (cheaper than offsite)
  2. Meeting Time Logistics: Amy Both 10:05-10:20
     1. Did it Work?
        1. 2020: will look at this time next year
     2. Any interest in a Bi-Monthly Zoom Meeting to Discuss Issues & Current Events?
        1. Schedule and times can be proposed for informal participation
        2. Feedback: rotate cycle of AM/lunch/PM vs. consistent monthly
        3. Suggestion: Google Doc for agenda, sign up for discussion topics, Zoom connections, etc.

[Consortium ZOOM meetings](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Fdrive%2Ffolders%2F1-fZu7PmWPrpe2YPESu8RZbW654L-Srnx%3Fusp%3Dsharing&data=02%7C01%7Ckara.lee%40uky.edu%7C3914b0f8cd1142bc918a08d6def46486%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C636941538581893278&sdata=V5ZQol6indSfVWlR3jBGiKiKSTOtLH0%2FdM3yh9hyRKo%3D&reserved=0)

[Clinician ZOOM Meetings](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Fdrive%2Ffolders%2F1R1gxSb0_r3-xXJ6Mnc4NB2Vg2zDQWYMB%3Fusp%3Dsharing&data=02%7C01%7Ckara.lee%40uky.edu%7C3914b0f8cd1142bc918a08d6def46486%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C636941538581893278&sdata=1hKooTTD6VYNtIHRnQz94GOB4xnLQ1kD%2FiHqRNU6iUQ%3D&reserved=0)

* + - 1. Allows connections between meeting
  1. Strategic Plan Initiative-Research Needs Assessment: Deb George 10:20-10:40
     1. Research Update of Current Progress: UPDATE on the Needs assessment:
        1. We started with 160 email addresses (80 CIs & 80 SCCEs) from 8 different institutions. Six were duplicates & therefore were removed, leaving us with 154 total that were emailed.
        2. As of today we have received 21 responses to the survey. This Friday (3 weeks later) we will be sending a reminder.
     2. Research Next Steps and Timeline
        1. attempt to get more responses
        2. take data that have been received
        3. may not make an article if feedback is limited to 21 responses, and we have some lessons learned from collaboration -- next attempts may benefit from our trials
  2. Strategic Plan Initiative- Scholarship: Paula DeLorm 10:40-10:55
     1. Update on success from changes in KOL Process
        1. 4 clinicians awarded this year
        2. Beth Quinn, Amber Boyd, Karen McIntyre assisted Paula DeLorm
        3. Updates to scholarship to reflect what we are currently doing (where are these?)
        4. Amelia noted that there is a new HOD statement on POPTS that may inform the process and we should percolate on this -- AB noted that we do our due diligence as a whole to limit interaction with POPTS -- APTA membership is likely the dividing line for this, as the lines of POPTS are blurred and we do not want to discount the quality clinicians who support clin ed
     2. Identify mechanism for annual scholarship selection/ELC PDMosher scholarship
        1. Needs help -- Amy Both volunteered to have a call with her
           1. LE, AB, BW, KF have assisted
           2. Volunteer: Sean Gallivan, Jamie Bayliss, Amelia Siles, possibly Karen Furgal and Beth Quinn
        2. Has a rubric with scoring points but is not aware of metrics -- please share these
        3. Information will be pushed out soon, closed out by mid June, award July 1 to allow time for clinicians to attend
        4. AB noted that perhaps we should not be blinded by state to ensure that we are mindful of the distribution of the awards, how many programs in the consortium do they support (Consortial Density), and maybe we want to know the setting to support our philosophies of what we are going to support
        5. have you applied in previous years?
        6. Add which schools you have hosted students from
  3. Strategic Plan Initiative CI Mentoring: Kara Lee 10:55-11:10
     1. (Fall course update earlier)
     2. Suggestions?
        1. monthly phone calls may facilitate more
        2. to springboard off the fall event
  4. Strategic Plan Initiative Resources-Website Development: Amy Both 11:10-11:25
     1. Twitter, Blog, FB: any updates?
        1. Amber: how can we go forward?
        2. Instagram acct -- all need to follow -- PT\_ohky\_consortium -- text Amber a Pic and she can post it
        3. amber: 765 265 5030
        4. Amber can post articles with caption
        5. Cards can be updated with IG handles
        6. Brochure electronically can be printed by individual institutions -- Erin thomas to check
        7. Amy both has the card to be updated as need be
        8. following is outside of our own consortium
        9. Connect our students to this IG acct
        10. Shout outs from the website for IG
        11. REsults, Concentra (newsletters) SCCEs may be willing to share thoughts
        12. new pictures from programs
        13. measurable outcome for engagement of clinicians with website and social media -- can we do anything with this? what metrics do we have that can help us drive what we do?
     2. Suggestions for additions to the Website?-- portal login is OKPTCE
        1. send powerpoints
        2. what articles should we feature
        3. Research has been readjusted
        4. What do you want to see added to the website
           1. clinician to clinician mentoring network -- how can we integrate this into more interactive from
           2. some sites are developing a Clinical ed coordinator
     3. Student involvement? Developing posts?

PDM Organ and Blood Donation Drive:

UK 104 new organ donations

MSJ ,OU, UD, UK

BEth Quinn in Phoenix with her daughter -- Science Fair -- Exploring Atrosine’s neurotoxicity as a possible cause of PD

1. BREAK and LUNCH
   1. BREAK/LUNCH: 11:30–noon: Time for collaboration with peers
   2. [Zoom Meeting Prep](https://docs.google.com/document/d/1kTjcYL_co2s_lVpZd6V9EYPRMinu00Bs3SlDmtaW-to/edit): noon-12:30
      1. Game Plan about meeting starting at 12:30 during lunch
      2. Review Questions

# New Business:

## Zoom Meeting with Clinicians: 12:30-1:30pm

## Clinician Involvement Debriefing - Future Initiatives: 1:30-2:30 [Debriefing: OKCPTP Spring Clinician Zoom Meeting](https://docs.google.com/document/d/1Tkzd4JSSeQMKykZSiVPRHvf8rOZ3giEk1smcRe5X6Uw/edit?usp=sharing)

## CI Certificate Template – Changes in how used?: Karen McIntyre 2:30-2:40

* + 1. Do we all use the certificate?
    2. Do CIs submit the hours?
    3. Is the website up to date with what we are doing?
    4. Regulatory board has found issues in OH with incongruous hours and CEUs
    5. At some sites, students submit information, Emailed certificates with data
    6. Each AI does this differently, with Acadaware and Exaact affording options.

## Spreadsheet for Faculty Load: Carrie Hawkins 2:40-2:50

* + 1. Carrie to send out document for those who are willing and able to disclose information to share. Equitability. Last collected in 2012 (Janice Howman).

<https://docs.google.com/spreadsheets/d/1gruGtqEpvUXo8LOl-m0FSh1mrwmC26iFdVqws73UDDs/edit#gid=0>

Adjourned at 3:00pm

[Placement Process Spreadsheet](https://docs.google.com/spreadsheets/d/1Wq02LaqMVYDJvck7nHMHQ36FFyKV_cRLP6pBX6ktkfE/edit?usp=sharing)