

WV Center for Nursing
Data Management Subcommittee
February 21, 2007
3:00 p.m.
WV Higher Education Policy Commission
President's Conference Room; 9th Floor

Minutes

Members Present: Duane Napier. Present via teleconference: Dr. Cynthia Persily, Melissa Aguilar
Members Absent: Cheryl Basham
Guests: None

I. Call to Order

Dr. Persily called the meeting to order.

II. Approval of minutes from meeting on January 17, 2007

As a quorum was not present, approval of the January 17th minutes will be placed on the agenda for the next meeting.

III. Executive Director's Report

No report.

IV. Old Business

A. Employment survey

The Executive Director reported that the survey is ready, according to website developer. Has requested that the Executive Director contact Dottie Oakes at WVUH and Denise Campbell at Elkins Rehabilitation, do a trial run to identify potential problems with site. In addition, the Executive Director reminded the subcommittee that he would be asking Plateau Medical and Jackson General to complete in preparation of beginning implementation of CareerPace.

B. Scholarship Program Survey

The survey is designed to gather information from each student receiving a scholarship. Subcommittee reviewed letter and survey edited and deadline of April 1, 2007 established to have returned to the West Virginia Center for Nursing.

C. Scholarship Program Survey

Spring 2007 awards report will use fall 2006 form and change date to spring 2007. April 1, 2007 deadline for return from schools.

D. Benedum Grant

Executive Director and Karen Hoschar, Program Coordinator, reported on the February 14th meeting with AssistMed representatives and the facilities (Jackson General, Plateau Medical, Elkins Rehabilitation) to discuss preparation for implementation of CareerPace and answering questions the facility representatives have about the project. It was decided Jackson General will go on-line first, followed by Plateau and then Elkins. AssistMed will forward hard copies of the data as the facilities will have the opportunity to review against established practices in their own facilities. Karen and Duane will make appointments to visit each facility to distribute packets and to meet their respective representatives.

The draft letter to request vacancy and turnover information from the participating facilities was approved. As mentioned earlier, the letter will request the information be entered on-line.

V. New Business

A. Articulation Plan

Draft from Articulation Plan does not need action as will only collect data if requested by R&RI Subcommittee.

VI. Strategic Plan

The revised action plan was reviewed. The members asked that the Executive Director ensure all sections are completed, dates. Rename #7 and identify and develop tools to assess the nurse working environment.

Ask R&R regarding potential survey regarding #8 part-time bonuses and influence on enticements to return to full time. Added potential survey of all nurses and what would keep them working longer.

Will present to Board at April meeting.

VII. Announcements

Melissa Aguilar mentioned that each WIA, directors meet the first Thursday of

each month. Executive Director has been invited to speak at April meeting.

VIII. Next Meeting Date and Adjournment

The next meeting will be held on April 18, 2007.

Meeting was adjourned.

Signatures:

Chair

Date

Executive Director

Date