

Meeting Date: Thurs Jan 23 2020	12-1p	Teleconference: Phone Audio-Only Phone: 503-444-9598, then enter 748247703 Call/text Rebecca if issues: 503-502-5019
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AGENDA - Northwestern States Residency Conference Planning Committee

Facilitators: Rebecca Britton and Kris Marcus
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Attending: ✓ Attending Conference Call 01/23/2020

✓	Rebecca Britton (OHSU), Co-Chair linesr@ohsu.edu 503-502-5019 mobile/text		Kris Marcus (Pacific U SOP), Co-Chair marcusk@pacificu.edu 503-730-3365 mobile/text	PRN	Chelsea Balumas (OHSU Event Planner)
✓	Rachel Chlasta (Legacy Health PGY2 AmbCare)		Ruthie Nguyen (Asante)	PRN	Stacey Barrett (UM/ OSHP Account Manager)
	Angie Christianson (PeaceHealth SacredHeart)	✓	Brandon Nuziale (Pacific U SOP)	✓	Toby Boslaugh (Vizient)
✓	Matt Haferman (U Washington)		Ryan Parker (Peace Heath Southwest)		
✓	Brian Holland (Sky Lakes)	✓	Tanya Ramsey (Kaiser Northwest)		
	Adriane Irwin (OSU COP)	✓	Rachel Seitz (St. Charles)		
	Jessica Jacobo (Confluence Health)		Matt Tanner (Salem Health)		
✓	Gwen Moscoe (Asante Three Rivers)		Elva Van Devender (Providence Portland Area Multisite)		
✓	Michelle Murray (Legacy Health)		Laura Alwan (U Washington)		

Topic	Discussion			Summary/Action Items
Appts Sent for Committee Meeting Dates	End January	Monthly	January 23 12:00 – 1:00	ACTION ITEMS: 1) All participants: Please forward other interested committee participant info to Kris Marcus (marcusk@pacificu.edu) for addition to distribution list and calendar appts. 2) Rebecca/Kris report to OSHP BOD at their every other month meetings (Mar/May).
	Mid-February	Monthly	February 19 10:00 – 11:00	
	Mid-March	Twice Monthly	March 13 1:00 – 2:00	
	End March	Twice Monthly	March 27 1:00 – 2:00	
	Mid-April	Twice Monthly	April 7 10:00 – 11:00	
	End April	Twice Monthly	April 20 2:00 – 3:00	
	May Wk 1	Weekly	May 8 11:00 – 12:00	
	May Wk 2	Weekly	May 14 12:00 – 1:00	
	May Wk 3	Weekly	May 22 9:00 – 10:00	
	May Wk 4	Weekly	May 29 10:00 – 11:00	
	EVENT		May 30 7:30 – 5:30	
Corrections to first meeting notes?	<ul style="list-style-type: none"> Notes from first meeting emailed. Missed any attendees or volunteers for subgroups? Corrections or omissions? 			ACTION ITEMS: 1) Approved

<p>Gathering Input/Consensus: Key Planning Decisions</p>	<p>WORKING BACKWARD FROM EVENT DATE: May 30,2020</p> <ol style="list-style-type: none"> 1) Amount of preceptor CE to offer <ol style="list-style-type: none"> a) 2 hours of CE (Keynote, after lunch) b) Group would like to bring in outside speakers since we're not using the ASHP Keynote topics. Ideas include a few of the well-received topics from the National Preceptor Conference in October. Subgroup will determine feasibility of getting individuals to our conference <ol style="list-style-type: none"> i) A Purpose Driven Preceptors Life: creating tools and goals that are relevant, realistic and impactful: Lindsay Davis, Suzanne Larson, Tara Storjohann, (first 3 appear to be from Midwestern) Alison Stevens (St Louis College of Pharmacy) ii) using the Socratic method w/ learners: Lindsay Davis ldavis@midwestern.edu and Craig Cox Craig.Cox@ttuhsc.edu (Texas Tech University) title of presentation was: "unlocking the power of questions to build and assess clinical reasoning skills: A Socratic Method Workshop" iii) optimizing RACs: Michelle McCarthy mm4tm@virginia.edu and Patrick Fuller pfuller@nebraskamed.com iv) integrating leadership opportunities (Todd Sorensen Univ of Minnesota) and Charlene Williams (univ of North Carolina) , and v) precepting/helping learners through mistakes/poor outcomes/second victim syndrome (Kevin Donahue – Houston Methodist Hospital and Thani Gossai University of Houston College of Pharmacy). Also Lisa Hall Zimmerman New Hanover Regional Medical Center) 2) Amount of networking time to offer <ol style="list-style-type: none"> a) Amount of time last year seemed appropriate, with a lunch without a session, 5 minutes between sessions. Perhaps a mid-morning session? 3) Target date to update and release abstract guidance <ol style="list-style-type: none"> a) Group will review the guidance document, to be ready for pushing out communication to audience. The guidance document should be sent out to audience (RPDs) and uploaded to site when announcing Registration Open. 4) Registration fees <ol style="list-style-type: none"> a) With an approximately a \$3500 net revenue generated last year with \$125 early bird, and a \$150 general registration, a total surplus of \$7675.64. This cushion will allow us to use some money to bring in speakers, poster session, etc. All present agree that the pricing is appropriate and are comfortable with continue to have a small surplus generated every year b) Question for Stacey/UM: please continue to have a mechanism to register multiple attendees at once. 5) Target date to open webpage to receive registrations and push email to target audience <ol style="list-style-type: none"> a) We would like to open registration in the next 2 weeks. Unclear whether this can work with UM b) Abstract submission date (need to build final schedule) <ol style="list-style-type: none"> i) March 31, as last year it was a little crunched for building the schedule, but this year with a month later will give time to build the schedule. c) Continue to have abstract submission separate from registration for residents? <ol style="list-style-type: none"> i) Yes, as this would allow the residents to register for conference separate from registration d) What info is needed from presenters for CE approval? <ol style="list-style-type: none"> i) Tanya and Matt? e) Final Powerpoints will be due to RPDs (and sent to Rebecca) by May 15 	<p>ACTION ITEMS:</p> <ol style="list-style-type: none"> 1) Rebecca to send out last year's Abstract Guidance document for group review. Group's edits due back to Rebecca on 1/30 2) Kris to send out emails to subgroups with contacts, action items, and expected deadlines 3) Kris/Rebecca: Questions for Stacey/UM <ol style="list-style-type: none"> a. Can we open registration in 2 weeks? b. What do we need to have UM send out communications? (group list (targeting RPDs), verbiage, etc?) c. Can we have 1 invoicing for an entire program's registration? d. How much time does she need to build App? We should have about 1 month to create the schedule as we will have the abstracts on 3/31
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	<p>6) If we have posters, when would poster deadline be</p> <ul style="list-style-type: none"> a) Subgroup will determine this b) Posters featuring research done by practitioners, posters about Preceptor Development <p>7) Lead time needed to build app content?</p> <ul style="list-style-type: none"> a) Questions for Stacey/UM, how much time does she need to build? We should have about 1 month to create the schedule as we will have the abstracts on 3/31 	
<p>Subgroups: Call for Volunteers</p>	<p>Overall looking good for volunteers for subgroups. Ready to kickoff!</p> <p>b) Volunteers Secured for Workgroups:</p> <ul style="list-style-type: none"> i) PROGRAM: <ul style="list-style-type: none"> (1) Preceptor development and keynote topics/speakers <ul style="list-style-type: none"> (a) Rebecca, Adriane, Michelle (2) CE approval – OR, WA, MT <ul style="list-style-type: none"> (a) Matt Tanner, Tanya Ramsey (3) Abstract screening and schedule of resident presentations <ul style="list-style-type: none"> (a) Brandon, Brian, Matt H, (4) Explore/Bring Proposal for adding Poster session <ul style="list-style-type: none"> (a) Brandon, Elva, Rebecca, Toby (5) Site logistics/wayfinding: Check-in, signage, parking <ul style="list-style-type: none"> (a) Gwen, Tanya, Kris, Rebecca, [Chelsea and Stacey] (6) Food, reception <ul style="list-style-type: none"> (a) Rebecca, Kris [Chelsea and Stacey] ii) COMMUNICATIONS: <ul style="list-style-type: none"> (1) Communications – contacts list updates from residency directories - RPD/RPC emailing list updates – directory OR, WA, AK, MT [not ID, NV or UT – Mountain States] <ul style="list-style-type: none"> (a) Ryan, Rachel Chlasta iii) Website – Content review and updates <ul style="list-style-type: none"> (1) Event language review (2) ?Add Housing, travel, and social/activity ideas for website (3) Updates sent to UM/OSHP for edits <ul style="list-style-type: none"> (a) Kris, Rachel Seitz iv) DAY OF LOGISTICS <ul style="list-style-type: none"> (1) Volunteer coordinators and training (moderators and registration staffing) <ul style="list-style-type: none"> (a) Angie <p>c) Still Need Workgroup Volunteers</p> <ul style="list-style-type: none"> i) PROGRAM <ul style="list-style-type: none"> (1) Program and presentation evaluations (review last years and amend, review build on app for accuracy and functionality) <ul style="list-style-type: none"> (a) NEED VOLUNTEERS ii) COMMUNICATIONS: <ul style="list-style-type: none"> (1) Abstract and poster language review for clarity and edits <ul style="list-style-type: none"> (a) NEED VOLUNTEERS (2) Website – Content review and updates cross check before push to audience <ul style="list-style-type: none"> (a) EVERYONE TO REVIEW 	<p>ACTION ITEMS:</p> <ul style="list-style-type: none"> 4) Kris will email message to each group to share contacts, action items, and expected deadlines 5) Workgroups will meet on their own schedules to complete work in between committee meetings. Discussion Points/Action items/Accomplishments from subgroups should be forwarded to NWSRC Committee Chairs 48h before Committee meeting
<p>OPEN FORUM</p>	<ul style="list-style-type: none"> • Questions, Concerns, Comments, BIG IDEAS! 	
<p>Next Meeting: February 19 10:00 – 11:00 Teleconference: Phone Audio-Only</p>		

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Respectfully submitted,

Rebecca Britton
Co-Coordinator

Kris Marcus
Co-Coordinator

PARKING LOT:

Moderator Volunteers from Initial Save-The-Date Call:

- Eddie Saito (Pacific/VG)
- Tuyen (Tom) Vo (Legacy)