

APHN Education and Professional Development Committee

June 24, 2019

Minutes

1. Attending: Hannah Hayes, Judy Martin, Sabrina Thomas, Rebekah Chance-Revels, Laura Tucker, Jamie Weaver, Shirley Orr, Adanna, Julianna, Monica Hughes, Kirk Koyama, who did I miss?
2. Suggestions for changes/updates to meetings
   * Suggested having a “quick recap/meet and greet” quarterly for the workgroup for new potential workgroup members,
   * Newsletter updates –Rebekah volunteered as part of her graduate DNP work and Judy will help;
   * ACTION request for newsletter samples from the past, Shirley will be able to get copies to Rebekah and Judy; Julianna will connect them by email
3. Review residency workout notes from APHN conference in April
   * Planning for next year’s conference – request for someone from group on the planning committee ACTION consider volunteering for the conference planning committee
   * Review of results from Breakout session, which will be posted on the [committee website](http://phnurse.org/Education-&-Professional-Development-Committee) ACTION review and comment on the notes, especially if you participated in the APHN breakout
     + Shirley suggested creation of APHN national mentor network
     + Plan to de-identify the toolkit, removing Wisconsin specific information , and adding the feedback from this and other workshops to update the template as part of the Dissemination and Implementation grant from UW Madison
4. Next steps: hosting the toolkit, updating the toolkit name, add case study programs and concepts from other residency programs
   * The toolkit will be hosted on the APHN website - to maintain fidelity, PPTs and worksheets that are editable (fixed heading with original toolkit? We will need to work on this as part of the grant)
   * Suggest having toolkit remain in pdf format and branded with the organization branding, along with a statement requesting not altering the tools and giving credit to the organization when they are used
5. Public or private area of the website
   * Suggestion that everyone can see the pdf or a “sample” of the toolkit, but access to complete toolkit would need to be a member
6. FINAL ACTION ITEMS – continue to provide feedback on toolkit and feel free to update these minutes for what I might have missed!