

**Advisory Committee**

 **Phlebotomy Meeting Agenda**

**Date: Tuesday, February 18th, 2014**

**Time: 5—7 pm**

**Meeting Location: Clark College at WSU (CCW), Room 124**

**Phlebotomy Program Mission Statement:**

The Clark College Phlebotomy Program is committed to providing students with a comprehensive professional and practical application of phlebotomy and its relevance to patient care through quality teaching and varied clinical settings.

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Lisa Gonzalez, Committee Chair
 | N/A |  |
| 1. Welcome and Introductions – Lisa Gonzalez, Chair
 | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair
* **August 21, 2013**
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business, Dedra Daehn, Director of Academic Services
* **Review of committee membership**
* **Review any questions on committee membership training**
 |  | 10 min. |
| 1. Director Report – Debbie Ortiz
 |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Lead
* **Student handbook – Stephanie**
* **Clinical evaluation form - Stephanie**
* **Equipment review – Stephanie/Debbie**
* **Vocera/charting software update**
* **Vision statement – Stephanie Robinson**
* **Student selection process**
* **Establish healthcare team scenarios**
* **Vision 2020**
* **Program review with Clinical Preceptors**
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 50 min. |
| 1. Old Business-Follow-up- Committee Chair
* **State requirements - members**
* **Marketing strategy & video - Stephanie**
 |  | 15 min. |
| 1. New Business-Committee Chair
* **Update on number of accepted students and students in the pipeline**
* **Purpose statement**
 | New business items are addressed by the committee. | 15 min. |
| 1. Summary of follow-up action items– Committee Chair
 | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date (and day) and adjournment –Chair
 | Meeting date established. | 5 min. |