

**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. |