

**Phlebotomy Advisory Committee**

**Meeting Agenda**

**Date: Wednesday, May 15th, 2013**

**Time: 5:00-7:00 p.m.**

**Meeting Room Location: CCW 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 | 5 min. |
| 1. Welcome and Introductions – Lisa Gonzalez, Committee Chair
 | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting - Chair
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dean Business & Health Sciences, Blake Bowers or Dedra Daehn
* Review of committee membership
* Virtual notebook
* Labor market reports
 |  | 15 min. |
| 1. Director Report – Debbie Ortiz
 |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Lead
* Student handbook – Stephanie
* Clinical evaluation form and midterm progress report – Stephanie
* Equipment update – Stephanie
* Vision statement – Stephanie Robinson
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 35 min. |
| 1. Old Business-Follow-up- Committee Chair
* State requirements - members
 |  | 15 min. |
| 1. New Business-Committee Chair
* Bar code scanner
* NAACLS accreditation
 | New business items are addressed by the committee. | 20 min. |
| 1. Establish next meeting date (and day) – Committee Chair
 | Meeting date established. | 5 min. |
| 1. Summary of follow-up action items and adjournment – Committee Chair
 | Summary of follow-up actions communicated to the committee. | 5 min. |