

Committee Title: Logistics Committee Meeting Summary

Date: 6-12-09

In Attendance:

Joan Fisher, Nancy Edtl, Mary Bell

Goal:

- Summary report of meeting to follow
- Designation of chair – it was decided the committee would be co-chaired by its members
- Development of plan/timeline and end goals by late Aug/early Sept.

Objective 1: Determine records needs, costs, and resources for records systems, whether we can keep records in the existing DHHS electronic records system (Insight)

- Discussion –
 - Options include Insight, paper, other electronic records that could be further determined from other school based clinic research
 - It was discussed that records selection will need to be coordinated with the Services/Partnership committee as providers may have preferences.

Objective 2: Identify equipment needs, donors

- Discussion –
 - Equipment list attached.
 - Donor possibilities: Providence Family Residence Program, UAA and APU social work/counselors and nurse practitioner students, Rasmuson grants, Wells Fargo, pharmacies

Objective 3: Determine space usage and needs

- Discussion -
 - Clinic space is 210 sq ft and may be adequate if only one provider practices at a time
 - 100 sq ft is enough for exam room with table, sink, chairs, and small desk area
 - A schematic was drawn of exam room with adjoining reception area containing a desk, filing cabinet, chairs and kiosk (for students waiting, education or screening purposes)
 - Bathroom is already adjoining between clinic and nurses office
 - If more than one provider at a time (for example, behavioral health needs may be addressed in a timely manner when needs identified by nurse practitioner during sports physical), space may not be adequate and other locations/rooms in the school are options.

Assignments

- Joan will contact DHHS for on-site review of Insight by committee members
- Nancy will contact Clark MS Principal for site visit on July 15 and get back to committee members before next meeting.
- Joan will price out equipment via ANHC's purchasing agent

- Mary will check a2p2 website for minutes format and type up meeting summary

Next Steps

- Future meeting – July 15, 9:00am
- Other notes – the clinic model of private practice contracting space from ASD with a separate record system was discussed as probable best practice.