

**SIMULATION MEDICAL TRAINING AND EDUCATION COUNCIL OF LOUISIANA
(SMTEC-LA)**

Minutes

Monday, March 6, 2017

DRAFT

Claiborne Building, 1201 North Third Street, Baton Rouge, LA

Meeting Attendance		
Members Present	Members Absent	Guests
Paula Hellums, Chair	Kenneth Alexander	
Tabitha Jones-Thomas, Vice Chair	Alison Davis	
Susan Bailey	Avis DeJoie	
Lisa Broussard*	Bootsie Durand	
Patricia Dufrene	Sen. David Heitmeir	
Rita Finn*	Stacy Lee	
Kristin Hill	J. Korndorffer, Jr.	
Daryl Lofaso*	Cecelia Mouton	
Martha Moore*	Rep. Patrick Williams	
Avis Richard-Griffin	Trudy Williams	
Larry Tremblay*	Peggy Wolfe	

*Members of the Executive Committee

Call to Order:

The meeting was called to order at 1:10 p.m. A quorum was not achieved, but a majority of the Executive Committee was present; therefore, the Executive Committee met on behalf of the council.

Approval of the Minutes

Minutes from July 7, 2016 were presented for approval. Minor editorial revisions were made by committee members. A motion for approval of the minutes, as revised, was made by Dr. Larry Tremblay, seconded by Ms. Martha Moore, and approved unanimously by the Executive Committee.

Added Agenda Item - 2016 Simulation Council Annual Report

Chair Hellums requested to add an agenda item for the 2016 Simulation Council Annual Report. It was moved by Ms. Lisa Broussard and seconded by Dr. Larry Tremblay, and approved unanimously by the Executive Committee.

2016-17 Simulation Project

The 2016 Health Works Simulation Project, *High Fidelity Simulation – From Classroom to Clinic*, was reviewed by Ms. Tabitha Jones-Thomas, including the process of the project, results and ideas to carry forward into the next project. A discussion followed. A copy of the project report is attached.

LA Health Works Commission Update

Dr. Tremblay reported that the Health Works Commission failed to gain a quorum for the fall meeting.

Board of Regents

Dr. Tremblay reported that even though each year it is becoming more difficult to identify the monies to support projects, due to budget cuts, the Board has managed to find funds. It is hoped that this year will be no different.

Simulation Program Overview

Chair Hellums then introduced Mr. Daryl Lofaso to give an overview of the LSUHSC-New Orleans facility. Mr. Lofaso explained that the LSUHSC-NO had been using simulation since 2001 and summarized many of its uses.

Future Meeting Locations – Tour of Facilities

Chair Hellums opened the discussion regarding meeting at different meeting locations. While hearing reports and presentations about simulation projects and facilities is helpful, many find it enhanced their understanding to actually see simulation training sites. After a brief conversation, it was decided to tour LSUHSC-New Orleans as just presented by Mr. Daryl Lofaso. Thus, the next meeting will be both the Council meeting and a tour.

Council Membership

Chair Hellums directed the council's attention to membership status and update. According to the report submitted by Mrs. Kathy Hoyt, there are 17 updated members, 24 members total; two members have never been appointed, and two members are in the process of updating. The Executive Committee is made up of seven members – LSUHSC- New Orleans, Louisiana Department of Education, LCTCS, Louisiana Hospital Association, Louisiana Nursing Home Association, Louisiana Council of Administrators of Nursing Education, and the Board of Regents.

Dr. Tremblay noted that the Executive Committee was not established by legislative mandate but by the Council to address the issue of having sufficient quorum to conduct business. Since the Council established it, changing the Executive Committee membership could certainly be added as an agenda item, discussed and voted on by a quorum of the Council.

Dr. Tremblay also noted that the ongoing quorum difficulty is a problem current across many councils. It might be helpful to talk with the Health Works Commission and the Nursing Supply and Demand Council to review the activity of their members. With that information in hand, perhaps a legislator could be asked for assistance in reducing the membership to a more useful size. It was also noted that, by virtue of public law, council meetings must be held with the members attending in person.

Leadership

Chair Hellums has been asked to be the SACS liaison for SOWELA during its reaffirmation year. With that in mind, she indicated she needed to step down as chair and asked that the council discuss the implications of this news. Dr. Tremblay indicated that as she had stated that she was stepping down, the Committee could have a conversation regarding the appointment of a chair.

Chair Hellums stated that she had been chair for a year, following Dr. Sheila Chauvin's stint as chair. Her biggest challenge was to get the membership updated and meeting attendance increased. The role and responsibility of the chair is to work with Mrs. Hoyt in sending out Doodle meeting polls, communicate with members, update the membership roster, and assist in compiling meeting agendas and minutes. The biggest challenge is dealing with the ongoing quorum issue. She said she felt the council was in a good place now and would be happy to help the new chair.

Dr. Tremblay added that Mrs. Hoyt drafts the minutes, Dr. Tremblay reviews, and then the draft is sent to the chair who also reviews and offers editorial comments. The chair's biggest chore is seeking assistance in establishing an agenda and the annual report. Discussion followed, with the option of serving a one-year stint as chair. Dr. Tabitha Jones-Thomas said she would serve for one year with the hope of having more meetings held at simulation training sites. It was motioned by Ms. Lisa Broussard and seconded by Dr. Tremblay for Ms. Tabitha Jones-Thomas to serve as chair. There was also a motion by Ms. Rita Finn, seconded by Mr. Daryl Lofaso, recommending Dr. Trudy Williams to serve as Vice Chair. Both motions were unanimously approved by the Executive Committee.

2016 Simulation Council Annual Report

Chair Hellums distributed copies of the 2016 Simulation Council Annual Report which utilized the same format as the previous annual report. After noting various edits, it was moved by Dr. Larry Tremblay and seconded by Mr. Daryl Lofaso that the council authorized the chair to make the various edits indicated prior to submission to the Health Works Commission. It was unanimously approved by the Executive Committee.

Other Business:

No other business was identified by SMTEC-LA members.

Public Comments:

No public comments were noted.

Call for Adjournment:

Martha Moore moved to adjourn the meeting, Dr. Larry Tremblay seconded.

The meeting adjourned at 2:54 p.m.