

# LMP Scope of Practice Committee Meeting Minutes

July 28, 2015

**Attendees:** Sony Allen Smith, Christian Cheung, Ivory Evans, Dupriest Hill, Matthew Lege, Lois Lee, Alice Robinson

Dorcas Walton

**Guests:**

Topic	Action/Agreements/Decisions	Follow Up By
Introductions.	<ul style="list-style-type: none"> <li>• No made</li> </ul>	
Agenda	<ul style="list-style-type: none"> <li>• Agenda was reviewed and accepted</li> </ul>	
Review 6/23/15 Meeting Minutes	<ul style="list-style-type: none"> <li>• The 6/23/15 meeting minutes were reviewed and approved</li> </ul>	
Scope of Practice Education and Implementation Plan and Next Steps to Roll-out	<ul style="list-style-type: none"> <li>• Ivory and Dorcas did a practice WebEx of the LMP scope of practice education for the committee to critique. Ivory presented pages 10-20, Dorcas presented 1-9 and 21-25.</li> <li>• Critique:                             <ul style="list-style-type: none"> <li>○ At the beginning introduce separately yourself and then no need to reintroduce yourselves when presenting your section.</li> <li>○ Remind audience that WebEx is being recorded and slides will be distributed at end of meeting</li> <li>○ Continue to Practice to not sound as if you are reading each slide.</li> <li>○ Be aware that audience hears the page turning. Consider laying out pages flat on table ahead of time.</li> <li>○ Two presenters seems to be the right number and the division of the presentation appeared to be appropriate.</li> <li>○ No need to add in about reporting if a colleague is working out of scope. This is covered with page 20 content and is also covered in Compliance training.</li> <li>○ Do a 3 bullet summary of key points at the end</li> <li>○ After questions and answers, let audience know what the next steps are.</li> <li>○ Capture Q&amp;As that may be eventually shared as a Q&amp;A formal document</li> </ul> </li> <li>• Next Steps:                             <ul style="list-style-type: none"> <li>○ No volunteers came forward to be a presenter. For now 2 recorded WebEx presentation will be set up at lunch time with</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ivory E. to test/pilot the educational tool with her respective groups.</li> <li>• Ivory to find labor staff to assist with SOP WebEx</li> <li>• Set date for WebEx</li> </ul>

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	<p>Ivory and Dorcas doing the WebEx to the audience of Facility LMP co-chairs.</p> <ul style="list-style-type: none"> <li>○ Verify with KFH/HP and TPMG leadership that this invite is appropriate for the LMP co-chairs.</li> </ul>	
<p>Communication from July 28<sup>th</sup> meeting</p>	<ul style="list-style-type: none"> <li>• Inform leadership that invites for the LMP SOP educational will be occurring in late summer. Address any questions they may have.</li> <li>• Let staff know about the upcoming presentation and that the LMP SOP presentation will be shared after the WebEx</li> </ul>	
<p>Next Meeting and Tentative Agenda</p>	<p>Topics for August 25<sup>th</sup> Agenda:</p> <ul style="list-style-type: none"> <li>• Normal newborn Hearing Screening – whose job is it? Who can perform it?</li> <li>• MA versus Program Assistant: are they being combined if so is it Job description and not scope of practice issue?</li> <li>• Send any suggestions for August agenda topics to Ivory E.</li> <li>• August 25, 2015 9-11 am 19<sup>th</sup> floor, 19<sup>th</sup> Large conference room; 1950 Franklin St</li> </ul> <p>Future Topics:</p>	