**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, July 22, 2021**

1. **Welcome, Roll Call** – the meeting was attended by Carrie Bateman, Jim Hofferkamp, Andrea Sipin-Baliwas, Samantha Holland, Angela Meissner, Mignon Dryden, Jeremy Laws, Monique Hernandez, Kevin Ward, Keri Miller, Melissa Scott, Claudia Hamill
	1. **Approve minutes from the last meeting**
	2. **Meeting ground rules reminder:**
		1. Tell us your name and registry before each comment
		2. Silence equals agreement
2. **Ongoing activities – Updates from workgroups (written updates via email)** These reports will be requested via email and distributed to the group outside the committee meetings for review and then they will be posted to the Professional Development SHARE site. This is in hopes to make our meetings as productive as possible.
	1. **R&R workgroup (Keri Miller)**
	2. **Survey course and LMS (Angela)**
	3. **NPCR Education Project (Jim)**
	4. **Ambassador Program (Angela Meisner/Deirdre Rogers)**
3. **New activities/Discussions**
	1. **Mentorship Program (Monique Hernandez)**

This will be added to next month’s agenda.

* 1. **Internal/External Training Opportunities (Jeremy Laws)**
* How many of us every year bid for contracts for training, do you have ongoing contracts for trainers?
	+ Jim believes Texas is the only other state that used Ohio’s approach of using a contract bid for training.
	+ Kevin shared Georgia is divided into regions with each having a trainer that works as part of a whole team.
	+ Andrea said California’s Regional registries and hospital registries in the state receive CTR education via webinar from CCR’s contracted trainer at no cost.
	+ Utah has one of the CTRs conduct training.
	+ Angela shared New Mexico trains similar to Utah including monthly meetings with all staff to give opportunity to ask any questions, which has improved morale.
* Jim suggested this topic be a NAACCR Talk. This would include a variety 4 or 5 registries discussing internal training opportunities they utilize.

**ACTION –** Andrea will send Jeremy the training calendar they use in California.

**ACTION –** Jim will begin planning a NAACCR Talk about training December 8th. Angela, Jeremy and Andrea are willing to demonstrate their state’s efforts. Jim also suggested Pennsylvania, Michigan and Mississippi would be good participants.

**ACTION –** Jim will set up a meeting with presenters to discuss topic name and description.

**ACTION –** Carrie will contact Lori regarding the NCRA salary survey they conducted in 2017. Carrie will share all the information she gathers to the next meeting.

* 1. **R&R workgroup – Consultant for Salary Survey (Carrie Bateman)**

A draft of the individual survey is complete. What is the purpose of the survey? Do we want a consultant to look at the questions? Should there be 2 surveys, one for individuals and one for managers?

* 1. **Awaiting Workplan feedback to schedule Ad Hoc meeting**