Nisonger Center – UCEDD
Leadership Meeting – 11/5/14

Attending: Dr. Followell, Dr. Benson, Dr. Fish, Dr. Walton, Dr. Witwer, Dr. Wells (Post-Doc), Dr. Ratliff-Schaub, Dr. Lecavalier, Dr. Rabidoux, Dr. Wong, Tamara Hager, Karel Smith, Ashley Lefeld, Nikki Johnson, Erika Garber, Dr. Aman, and Dr. Hellings

Meeting convened at 8:30 a.m. - #230 McCampbell Hall

Agenda

Please be prepared to discuss new information from each program area:

- new personnel – name, job title, responsibilities, brief background (ALL)
- new initiatives/projects/research opportunities (ALL)
- upcoming events (ALL)

Mission-Area UPDATES

- Education/Training (Witwer)
- Service (Smith)
- Research (Tassé)

General Information:

- General Updates
- Emergency Protocols for McCampbell (Smith)
- New Patient Safety Reporting System (PSRS) (Smith)
- The New James Tours (Rabidoux)
  - Self-guided Tours & Open House 11/5
- Faculty and Staff Gift Cards from OSUMC (Smith)
  - Cards will be distributed on 11/13 & 11/14
- Research Fund Awardees (Rabidoux)

Discussion:

- REDCap- Research Electronic Data Capture (Walton)
- Ebola Screening (Smith)
- OSP Feedback about Performance (Smith)
- GMO Office Updates (Lefeld)
Minutes

New Projects/ Initiatives:

- Dr. Katie Walton: Development of parent education curriculum for EI ECE- preschool age children

Upcoming Events:

Topics in DD Chris Hank

11/13: Happy Hour @ Bravo

11/6: Afternoon Tea in #230

11/17: FCBDD Dental open house 4:30-6:30pm

11/9-11/12: AUCD Annual Conference, Washington, DC

12/11: Holiday Party SideBar Columbus

Mission Area Updates:


Service: Kayla Cardenas has started as new office assistant. Distribute Ebola protocol from med center. We should re-schedule appointments for sick patients. All center employees should be encouraged to obtain CPR training; it is available through the medical center. AED devices are located on 2nd and 3rd floors.

General Updates:

- Emergency Protocols: should be rewritten to fit Nisonger needs and patient population. If meeting attendees have suggestions on how emergency protocols can be written to fit Nisonger, please forward to Karel. Karel will follow-up with Nancy Cashwell concerning routing of emergency calls.

- New Patient Safety Reporting System: outlines the difference between an occurrence and near miss. Any incident fitting these descriptions should be forwarded to compliance officer, Karel Smith.
  - TBD: are there a separate set of protocols for ECE as it pertains to occurrences and near misses. Karel will investigate this concern.
• **OSUMC- gift cards:** Cards will be distributed to departments between 11/12 and 11/13. Gift card are $15.00, signature upon receipt is required

**Discussion:**

• **REDCap:** Dr. Katie Walton gave an overview of this database management system. It is a tool to manage research data. System is HIPPA secure. Licensing fee $300 per project or $1200 for organization license. They offer $85/hour set up and management service. Provides consultation & assistance on as needed basis.
  
  o Inquire with IDD psych student about ongoing projects? Would this program be feasible for graduate student research projects?

• **GMO Updates:** Buck IRB new online system will be a more user friendly process, migration for continuing studies will take place on 11/17. Training for Buck IRB will be forthcoming. Ashley will provide information as it becomes available.

• **Thanksgiving:** Center will be closed on 11/26 & 11/27.

Meetings Adjourned at 9:45am
Minutes submitted by Nikki Johnson