Nursing Skills Tracking Application Meeting | MINUTES

October 8th, 2019 | 4:00 PM

Heritage College, C201

ATTENDEES

Client	Roles
Cathy Dufour	Nursing Department Coordinator

Team	Roles
Aaditya Chopra	Developer
Manuel Nieves	Developer
Marissa Cleroux	Developer
Maxwell Desrosiers	Developer
Richard Chan	Project Manager
Tristan Young	Developer

INVITED BUT DID NOT ATTEND

Every invitee attended.

SUBJECT

Clarifying priorities and requirements of the Nursing Skills Application.

DISCUSSION TOPICS

- Question from Cathy: Is there going to be a period where students can interact with the application and test it out?
    - It's pending. There will be a sandbox for the client to interact with after a certain period, maybe some interaction can happen there. Not for sure for students as of now.

Skills

- There are different levels to most skills
- Labs skills are set in stone, they have specific skills they must practice in the lab each semester
- Students must demonstrate set lab skills to move on to the next course

- Clinical skills are not as strict because students may not have the chance to practice it in a clinical setting right away
- Some skills are required, some skills are optional
- Students do have access to all their skills are part of the curriculum when they start the program
- Tie skills to semester
- Information for skills in the system:
  - The skill names
  - A link to the skill in the student's online textbook
- Any teacher should be able to evaluate any skill

Coordinator

- When Coordinators login in they should be able to view students by year
- Be able to filter students on different categories, by semester, by course
- There are generally 100 students enrolled in the Nursing program

Teacher

- Teachers can teach multiple course per semester
- When viewing single student, like being able to select single skill at specific time – useful when they're checking if a student has a skill or not
- Specific skills are not under the purview of specific teachers, any teacher should be able to evaluate any skill at any time
- Respect the lab – clinical, cannot evaluate a clinical before a lab

Lab Teacher

- About six lab teachers at any time
- A lab teacher will generally have 20 students in their purview

Clinical Teacher

- There are usually five lab teachers per 35 students
- A clinical teacher will have a maximum of six students

Student

- Students should have a notification or a flag that tells them when they have not practiced a skill in 6+ months
- Students should be able to leave comments for the skill as well

Priorities

Agreed on priorities, priorities are as follow:

- Tracking lab and clinical skills
- Teachers provide feedback on skills
- Coordinators managing skills list
- Students able to complete self-evaluations
- Teachers evaluate skills
- Mobile friendly
- Students able to generate portfolio
- Coordinator able to generate portfolio for any student
- Coordinator adding students to clinical teachers
- Separate clinical and lab teacher user

- Multiple inputs for a single skill
- Robust Security

DECISIONS

D1	**Question:** Name for application? **Decision:** Undecided for now, Cathy would like input from students.
D2	**Question:** The preceptor user is not a possibility, because they are not college employees, thus it is a security problem. Is it a good solution that the Coordinator act as an intermediary for any skills evaluations during the preceptorship? **Decision:** In fact, there are faculty members that acts as liaisons to preceptors, so those faculty members can act as intermediaries between the system and the preceptor.
D3	**Question:** Keeping student user accounts after they graduate is difficult, because the way we access their credentials to login will no longer be available. As a solution, the team suggests encouraging students to generate their portfolio before they finish the program and saving it somewhere easy for them. As well, we will make it easy for the coordinator to access all past students and generate their portfolio. Is this acceptable? **Decision:** This is an acceptable solution.
D4	**Decision:** Have teachers be able to view pictures of students when they are looking at student information.

ACTIONS

A1	Marissa Cleroux	Send a copy of the presentation and mock up to Richard to send to Cathy	Open	October 17th, 2019
A2	Cathy Dufour	Send a soft copy of the current skills list	Open	October 17thh, 2019
A3	Cathy Dufour	Decide on name for application	Open	November 29th, 2019

FOLLOW UP AND NEXT STEPS

- Send out meeting minutes to participants
- Complete actions
- The next phase of analysis and design will last until mid-November
- The next meeting will consist of a demonstration of the work done
- Two weeks prior to the next meeting the team will send out an email describing what Cathy can expect in the next demonstration