**Spring Quarterly Conference with Clinical Partners**

**Discussion Summary – 5/16/19**

1. Logistics
	1. What time of day? Length of the session?
		1. Any day of the week
		2. Noon-1 or 12:30-1:30 works well; sharing topics ahead of time helps with blocking time off
	2. Frequency of meetings?
		1. Quarterly
		2. PRN if urgent communication needs
		3. Provide enough notice to block time off
	3. Format for Meetings
		1. Zoom Conferences
		2. OPTA/KPTA Annual Meetings
		3. Face to face if location is amenable
2. Topics of Interest/Sharing through a Google Drive or on Website or other format
	1. CPI
	2. National updates on clinical education
	3. Clinical Readiness
	4. Clinical Tools
	5. Mentoring Students
3. Placements and March Mailing
	1. Use of March Mailing date ok; would two dates be better?
	2. Same cover sheet; Electronic form of consortium form available
	3. Add SCCE information (preprinted labels) and they can modify if needed
	4. Determine a consistent due date for return of the form
	5. Confirmation Process; First come first serve needs to be addressed
	6. Release date: 2-3 months prior to clinical; December 1st; earlier if specialty sites?
	7. Dashboard with reminders for March mailing dates
	8. Reluctance to take early students- student readiness
	9. Encouraged DCEs to help each other with needs; share information to other programs that have a contract with the site that offered the placement