

TBI Model Systems Leadership Forum: 13th Annual Meeting

Business Meeting Agenda for April 27, 2019

North Texas TBI Model System (NTX TBIMS): Baylor Scott & White Institute for Rehabilitation, Parkland Health and Medical Hospital, and UT Southwestern Medical Center

Topic	Discussion/Information	Action/Outcome
Call meeting to order	Mission, guidelines, and 2018 meeting minutes emailed to participants on 4/19.	Kellie Farrell from UTSW accepts. Ali Zein from RIM seconds. Motion closed.
Review sections of current mission and guidelines	<p>Discussion points:</p> <ul style="list-style-type: none"> • Review date and format of TBIMS - April agreed upon to be best month for TBIMS. • Reminder that this is a leadership forum so leaders should be the attendees to bring back best practices to their front line staff. • If this is the first year as an attendee, you have the opportunity to come to the forum at least once and then the next year you are required to participate with a submitted presentation • Presentations: one submission per facility minimum. Host site can determine what is used. • Business meeting will continue to be held as the opening session on the final day of the conference. • Host site can determine if CEUs will be offered. CEUs offered for 2018 conference by Carolina Rehab. CEUs not offered for 2019 conference by North Texas TBI Model System. • 5 attendees per site. OT, PT, SLP, and RN only. <ul style="list-style-type: none"> ○ Need vote to continue with current guidelines 	Motion to accept: Ali. Marisa King from Kessler seconds.
Financial Update	<p>Carolinas Rehab passed \$6,577.41 to NTX TBIMS. NTX TBIMS received the following vendor support:</p> <ul style="list-style-type: none"> • \$1500 donation towards social event from Majors Medical • Partial support to pay for 1 lunch (salad and dessert tray) from Pate Rehabilitation 	No changes. No questions or comments from crowd.

	<p>75 conference attendees. UPMC unable to attend this year, but plans to attend next year.</p> <p>NTX TBIMS plans to forward approx. \$7,000 seed money to Santa Clara Valley. Final amount TBD.</p> <p>Contact list: contact list with 2018 contacts and attendees, and 2019 attendees complete. Will forward to Santa Clara Valley.</p> <p>TBIMS email list available for discussions, resource sharing, research activities, and other useful information.</p>	
Care Hubs	CareHubs: status update. How/when is it being used?	Gina Mitchell from Mayo says that it hasn't been utilized much due to so many issues with firewalls at many facilities. Care Hubs graciously created by Mayo, but unsure about active/inactive status at this time. If able to get Care Hubs going, Gina will email Julia Marton, and Julia will disseminate it out to group via email.
Collaborative projects/ideas	<p>Sexuality and Intimacy project is nearly complete. Thank you to the current collaboration members: Kathy Farris (lead), Maris King (major contributor), Amy Millan, Dawn Phillips, Elizabeth Strong, Hilary Szczepanski, Judy Wilson, Kara Noronha, Kelsey Watters, Patrice Perrin, Siobhan Burns, and Zahra Kadaver!</p> <p>4 out of 8 centers have completed, or are in progress with education rollout (Rusk, TIRR, SRAL, and Carolinas). 2-3 sites expect education rollout this summer. Final phase is to complete the post-survey, collected 3 months following completion of education. Survey analyses of pre to post changes in comfort, knowledge and practice to be analyzed and hopefully disseminated by December 2019. Also evaluating the education itself. Need to evaluate the feasibility</p>	Medication Collaborative Update: Only 3 people followed up by responding they were interested. It was deemed not appropriate to continue on with only 3 people committed.

	<p>(instructors, time, cost) of providing the education to TBIMS sites who did not participate in collaboration but who are interested in education as it is intended for large groups (5 part series or 1 day workshop). Please note: attendance at the pre-conference workshop does not entitle you to teach the series/workshop at your site. But you are encouraged to bring back a summation of the education to your own site. Unfortunately cannot offer CEU for workshop due to co-sponsorship limitations and funding. There is an opportunity for the Addressing Sexuality and Intimacy in Brain Injury Rehab webcast to be available to anyone, and it's FREE. Feel free to use and share this link: https://education.shepherd.org.</p> <p>Kathy Farris and Marisa King are also participating on ACRM Chronic BI Task Force making contributions on sexuality after BI from a clinical standpoint. This includes dissemination of education, writing of an article to be published in BI Professional Magazine spring 2019 (date pending), and development of an information page/resource for archives. This was encouraged by TBIMS Project Directors.</p> <p>There will be a need for ongoing work to maintain the curriculum, resource and literature updates. This will require champions that are committed to the project and that they respect the original project intentions and copyright of materials. No plan in place yet, but investigating options later this year.</p> <p>Any questions regarding this project can be directed to Kathy Farris at Kathryn.farris@shepherd.org.</p> <p>Casting collaborative complete. Amy Berryman is contact for this.</p> <p>Medication Management Collaboration status update?? Tiffany LeCroy to lead based on last year's minutes.</p>	
Proposals for discussion	<p>Conference length. It was very difficult to schedule presentations for Saturday due to many people needing to catch early flights. Keep with 2.5 day format? Move to 2 days, but maybe longer days? Include a Wednesday?</p>	<ul style="list-style-type: none"> • SCVMC raises the issue that many people attending TBIMS conference in 2020 will likely need to leave early Saturday due to flights.

	<p>5 attendees per site. Goal is to keep attendance limited to 80 or less. Continue this maximum per site?</p> <p>Follow up from 2018 business meeting: include more round table/work group discussions with questions prior to session for information gathering.</p> <ul style="list-style-type: none"> • This year’s schedule built around the presentation submissions provided by attendees in regards to topics and types of presentations. Nearly all round table submissions or breakouts were accepted. • Was the notion of ‘work groups’ discussed last year achieved this year? • If not, ideas for how to shift our thinking in regards to types of presentation that require and facilitate more open discussion for next year? <p>Follow up from 2018 Survey Monkey: Offering CEUs found to be challenging in part due to the restructuring of our education department in October of 2018, as well as being a co-sponsored event with 3 different hospital systems.</p> <p>Follow up from 2018 Survey Monkey: Highlighting new attendees in hopes to foster increased networking with designation on their name tag</p> <p>Survey Monkey distributed following 2018 conference with approximately 30% participation; Beneficial this year for 2020 conference?</p> <p>Facilities with no conference representation for 5 years will be removed from membership list. No new facilities to add to list.</p> <p>Other topics?</p>	<ul style="list-style-type: none"> • Ali proposes to keep the same schedule, or possibly start earlier on Wednesday afternoon with some roundtables. • Nicole Prevost from Shepherd proposes the host site presents on Saturday. • Dawn Phillips from TIRR suggests keeping current schedule. Says that if you add more Wednesday, leaders are out of their facility another work day, which could be problematic. • Overall outcome: Keep with current schedule, but suggest ongoing discussion in future years. <p>5 attendees: Marisa and Ali approve.</p> <ul style="list-style-type: none"> • Ali suggest that the host site can allow a few extra slots to a site that requests them, if other sites aren’t sending their 5 people. • Kathy Farris from Shepherd reports that is difficult and doesn’t suggest that the host site use their discretion due to the number of issues it could raise.
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Host Sites	<p>2020: Santa Clara Valley Medical Center (California)</p> <p>2021: Virginia Commonwealth University</p> <p>2022: Rehabilitation Institute of Chicago (Shirley Ryan Ability Lab)</p> <p>2023: UAB</p> <p>2024: TBD. Spaulding nominated, present to group. Other nominations?</p>	Spaulding presented on their program, asking for consideration to host 2024. Spaulding ran uncontested. Marisa and Erin Donnelly from Kessler confirm decision, Spaulding will host in 2024.
NTXTBIMS to-do list	<p>Send financial information, contact list, and meeting minutes to Santa Clara Valley.</p> <p>Get W9 from Santa Clara Valley, send seed money.</p> <p>Update project directors.</p>	
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