

STANDARD OPERATING PROCEDURE

MRJCON Advisory Boards

The MRJCON has three distinct advisory groups. All are under the ultimate discretion of the Dean regarding membership.

1. Local Clinical Advisory Boards

Purpose: To provide advice to the Dean, local Campus Leadership, and MRJCON leadership regarding the nursing programs, particularly BSN and ABSN

Membership: Local clinical leaders in each community where MRJCON has a campus (i.e., Bozeman, Billings, Great Falls, Kalispell and Missoula). Identified by local campus. To include partners from acute care, mental health, ambulatory care, school-based nursing, nearby CAHs, prison nursing, VA clinics, IHS clinics, etc. Invitees to include DON, nursing education director, nursing education liaison, nurse unit leaders, public health officer, etc. Typical size is 10-20 members.

Meetings: Meet twice annually during Dean's campus visits (fall and spring semesters). Typically meet 7:30-9:00 am at local restaurant. Dean pays for breakfast.

Agenda: Each agenda structured:

- 1) Brief introductions
- 2) Dean shares brief follow-up (1-2 pieces of information) based on discussion from prior meeting. Purpose: demonstrate that group's advice is listened to and acted upon.
- 3) Dean shares 1-3 questions for group's discussion; same Q's with each advisory group.

Examples:

- a. Advice for refreshed ABSN/BSN curriculum?
 - b. How are mental health challenges impacting your agency?
 - c. How is Covid impacting your facilities and what new information do we need to be teaching to address this impact?
 - d. What is the one thing about the future of healthcare that is keeping you up at night?
- 4) Goal is to LISTEN. Dean, CD and ACD attend and take notes.

Logistics: Campus Director invites and maintains the membership of the Local Clinical Advisory Board. Local campus makes arrangements for meetings. Dean creates agenda.

2. Graduate Clinical Advisory Board

Purpose: To provide advice to the Dean and MRJCON leadership regarding the graduate programs.

Membership: Advanced practice nursing leaders from Montana to include nurse practitioners, clinical nurse specialists, certified nurse midwives, etc. Note: separate venues are available for exclusively nurse educators. Identified by MRJCON leadership. To include partners from health systems, community health clinics, VA clinics, and independent practitioners. Typical size is 10-20 members.

Meetings: Meet twice annually virtually (fall and spring semesters).

Agenda: Each agenda will be structured:

- 1) Brief introductions
- 2) Dean shares brief follow-up (1-2 pieces of information) based on discussion from prior meeting. (Purpose: demonstrate that group's advice is listened to and acted upon.)
- 3) Dean shares 1-3 questions for group's discussion. Examples:
 - a. Discussion of payment for preceptors
 - b. Advertising new CNM option?
- 4) Goal is to LISTEN. CON attendees take notes and respond to direct inquires.

Logistics: Associate Dean for Academic Affairs invites and maintains the membership of the Graduate Clinical Advisory Board in conjunction with Option Leads (i.e., MN, FNP, PMHNP and CNM). Associate Dean and Dean create agenda.

3. Dean's Advisory Council

Purpose: To provide advice to the Dean and Foundation liaison for the college regarding development activities

Membership: Alumna and current faculty with history of significant giving, business leaders with history/capacity for significant giving. Limited to 10-15 members.

Meetings: Meet twice annually during Homecoming in fall and following the end of Spring Semester in May. 4-hour meetings.

Agenda:

- 1) Introductions
- 2) Dean's presentation (state of college or key topic)
- 3) Presentation of issue or challenge
- 4) Discussion

Logistics: Dean's assistant manages communication and logistics. Dean and foundation liaison create agenda.