

Chairperson: Maura Rossman, M.D.

**Committee on Personally Preparing & Dispensing
Drugs & Devices by Registered Nurses in
Local Health Departments**

DATE: October 27, 2022
TIME: 10:30 am
PLACE: WebEx

Meeting Minutes

Members Present: Maura Rossman, Lisa Guy, Matthew Dudzic, Kristopher Rusinko, Rhonda Scott, Michael Souranis joined late, Kimberly Townsend
Absent:
Staff: Sadie Peters

<u>Agenda Item/Topic</u>	<u>Discussion</u>	<u>Action/Recommendation</u>
Welcome and Introductions	The chairperson, Maura Rossman, called the meeting to order at approximately 10:34 am. 1. Brittany Winborne represented Matthew Dudzic 2. New Committee Staff person, Dr. Sadie Peters - MDH , was introduced. Valina Hartman has resumed her other duties at MDH	-The change of Staff person has already been changed on the website.
Review of Minutes	1. There were no edits proposed.	-Kris moved the minutes be approved. Rhonda seconded the motion. Minutes from 9/13/22 were approved by consensus with no proposed edits.
Agenda	1. Approval of current agenda	-The agenda for today's meeting was approved by consensus with no proposed edits..
Nurse Dispensing Curriculum Status Update	1. Sadie updated the group that Valina, outgoing staff person, had received all the submissions from the Committee to be able to finalize the slides.	-Sadie and Valina will review the final submissions and edits to the PowerPoint slides and pre- and post-test questions. -Sadie to work with David Mark (MDH) to finalize and post on the website in November, 2022 -Maura, as MACHO rep, would communicate to Local Health Officers when the updated curriculum is ready so that LHO nurses can take it.
Formulary Edits and Review	Maura reported on outreach to Health Officers about neomycin's place on the formulary. No one is using it at present, so removing it from the formulary makes sense	-Neomycin deletion from the formulary was accepted by consensus. -Sadie to ensure the update is made to the formulary and that the new formulary was posted on the NDC website -Maura to send the new formulary to the Health Officers

Commented [1]: Nurse Dispensing Training
Status Update
Formulary Edits
Chair Succession Discussion
Roles and Responsibilities Job Sheet Review
Next Meeting

<u>Agenda</u> Item/Topic	Discussion	Action/Recommendation
Chair Succession Discussion	<p>Maura has been Chair of the Committee since its inception and verbalized that someone else should have the opportunity to lead. She will continue as a member representing MACHO</p> <ol style="list-style-type: none"> 1. Sadie briefly reviewed the tasks of the Chair: to lead the Committee as it works to: <ol style="list-style-type: none"> a. Annually review and update the formulary b. Annually review and update the training curriculum c. Facilitate responses to new requests to add medications or devices to the formulary 2. There was discussion that perhaps two people could serve as co-chairs so to share the responsibilities of leading the Committee. 3. Also discussed was that there are currently no bylaws that describe succession or substitutions for the Committee's leadership, or of length of time in each role (chair or co-chairs, member, staff). 4. There was also discussion about the number of times the Committee needs to meet. There is no specification in the Bill describing the Committee's mandate. 	<ul style="list-style-type: none"> -Kimberly volunteered to co-chair the NDC -Other members were going to think about the roles and decide later if they wanted to co-chair -The members proposed that the co-chairs, members, and staff would each serve for 2 years -The Committee members decided that a minimum of two times a year was appropriate to meet, corresponding to the need to vote as a group on revisions to the Annual Formulary and to finalize updates to the Nurse Dispensing Training Curriculum. -As the Annual Formulary and the Nurse Dispensing Training Curriculum were reviewed by the whole Committee in early Fall 2022, they would not need to be formally revised and updated again till Fall 2023.
Roles and Responsibilities	<ol style="list-style-type: none"> 1. The descriptions were shared by email, but not discussed in detail. 	-No action was taken.
Next Meeting	<ol style="list-style-type: none"> 1. Next meeting to be scheduled at the end of April 2023 2. Meeting adjourned at 11:28 am. 	Sadie to send out proposed dates & invite