

<b>Meeting Name</b>	<b>Professional Practice and Development</b>		<b>Council/Meeting Minutes</b>	Please check off all components and indicators that relate to each topic being discussed.
<b>Location</b>	<b>Family Medical Residency Conference Room</b>			
<b>Date</b>	2/21/2018			
<b>Time</b>	<b>1100-1300</b>			
<b>Conducted By</b>	<b>Carolynn Young, RN-BC, MS,ONC</b>			
<b>Topic/ Facilitator</b>	<b>Discussion</b>	<b>Staff Input &amp; Feedback</b>	<b>Action</b>	<b>Strategic Plan Indicator</b>
Call To Order, (1105)  Welcoming Remarks  Meeting Etiquette (Carolynn Young and Judy Dillworth)	<ul style="list-style-type: none"> <li>Review of handout titled "Meeting Etiquette"</li> <li>Kathleen Calabro introduced to members as new Data Analyst for nursing</li> <li>Introductions of participants including name, unit/service line, brief discussion about projects and ideas for projects related to nursing practice</li> </ul>	<ul style="list-style-type: none"> <li>Members agreed to adopt rules in handout (Appendix A)</li> </ul> Kathy greeted staff and explained her role  Staff introduced themselves. Judy Dillworth introduced herself and briefly explained role as Magnet Program Director	<ul style="list-style-type: none"> <li>Meeting Etiquette handout distributed for use in all council meetings as determined by local chairpersons and members</li> <li>Kathy encouraged staff to use her as a data analyst resource</li> </ul>	<input checked="" type="checkbox"/> People <input type="checkbox"/> Patient Experience <input type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations
<b>January Minutes</b>	<ul style="list-style-type: none"> <li>Minutes reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Minutes approved without correction</li> </ul>	<ul style="list-style-type: none"> <li>Doreen Gallagher Wall agreed to be recorder of minutes for this meeting.</li> </ul>	<input checked="" type="checkbox"/> People <input type="checkbox"/> Patient Experience <input type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations

<b>Council Charter</b>	<ul style="list-style-type: none"> <li>Carolynn Young distributed draft of council charter for review to all present</li> <li>Carolynn Young talked about the importance of communication in shared governance council work, projects, etc.</li> <li>Judy Dillworth discussed the importance of disseminating new knowledge to colleagues and using hospital-wide councils to reach larger groups</li> </ul>	<ul style="list-style-type: none"> <li>Attendees reviewed charter line by line</li> <li>Time was provided for discussion, clarification</li> <li>Rachel Ansaldo, RN (Infusion) asked how the Shared Governance Model related to the Charter</li> <li>Yeva Posner, RN (MCH) talked about using Outlook folders to organize and offered to help colleagues in MCH, etc.</li> <li>Rachel Ansaldo, RN (Infusion) talked about using the color system to organize emails, calendars</li> <li>Dianna (OR/ICU) and Dorit Lubek-Walsh, RN (MCH) asked Judy to explain further how the language and format of charters is to be applied when local councils review pre-existing charters or create original ones.</li> </ul>	<ul style="list-style-type: none"> <li><b><i>Charter adopted unanimously</i></b> with edit limited to the correction of time due to a typo. This council meets the third Wednesday of each month at 1100-1300. The charter will be edited to correct the time.</li> <li>Judy Dillworth explained the Shared Governance Model to the group and how it relates to the charter</li> <li>Attendees were encouraged to be actively involved in Shared Governance Councils</li> <li>Judy and Carolynn and Doreen (Clinical Ed.) talked about how charters may be adapted to meet the needs and norms of specific councils with the framework utilized in the draft at this meeting.</li> <li>Clinical Nurses were encouraged to email Judy if they need more help with a specific charter or question.</li> </ul> <p><b><i>Lunch: 15 minute break for sandwiches provided (1200-1215)</i></b></p>	<input checked="" type="checkbox"/> People <input type="checkbox"/> Patient Experience <input type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input checked="" type="checkbox"/> Operations
<b>Unit Based Council Updates</b>	<ul style="list-style-type: none"> <li>Carolyn and Judy facilitated discussion among attendees related to current council activities, ideas to improve practice, outcomes, “competency models”, certification</li> </ul>	<ul style="list-style-type: none"> <li>Keira G. (2N) talked about new project related to improving delivery of medications from Pharmacy at night. Lori (2C) concurred that this is a problem on her unit too.</li> <li>Sherin (ED) agreed with Keira and advocated for better flow all shifts. The group verbalized consensus that delivery of meds to units was in need of improvement</li> </ul>	<ul style="list-style-type: none"> <li>Judy and Carolynn gave positive feedback and offered support to nurses.</li> <li>Kathy Calabro inquired about how the ideas emerged, the stories, etc</li> <li>Success Pays was reinforced for certification. Nurses encouraged to ask for help navigating educational and certification benefits via Organizational Development, Educators, Nurse Managers, councils</li> </ul>	<input checked="" type="checkbox"/> People <input checked="" type="checkbox"/> Patient Experience <input checked="" type="checkbox"/> Quality <input checked="" type="checkbox"/> Financial Performance <input checked="" type="checkbox"/> Operations

		<ul style="list-style-type: none"> <li>• Dianna (ICU) talked about applying Shared Governance concepts to annual competency framework and activities related to proficiency. She recognized Educator Margaret Santos for years of support</li> <li>• Kristin C. (5N) talked about working with 2N clinical nurses to improve hydration especially in geriatric patients</li> <li>• OR staff (Shirley B., ADN, and Michael M., Laurie P. along with MCH (Dorit L-W, Carlyn and Sherin (ED) and others talked about efforts to improve certifications.</li> <li>• Mentoring within nursing was raised as a desired support by Rachel (infusion). She and Sherin (ED) talked about the benefits of mentoring but stated it stops at Phelps after first year of RN practice. They would like a formal council or group for mentoring RN to RN.</li> <li>• A lively discussion around the cost of becoming certified, the various expenses associated with certification and the small financial differential ensued</li> </ul>	<ul style="list-style-type: none"> <li>• Doreen suggested that these issues (certification, mentoring) were important to nursing leadership and clinical nurses. Nurses were encouraged to share at the CNO Advisory Council later in the day</li> </ul>	
Adjournment (1400)	Carolynn thanked council attendees for their active participation and sharing the status of their unit projects.	Attendees were encouraged to share information from this council to their respective unit councils.	Next meeting of this committee scheduled for <b>Wednesday, March 21, 2018, 1100-1300</b> , Family Medicine Practice Conference Room, 4 <sup>th</sup> Floor 755	