

Council/Meeting Agenda

Council / Meeting Name	Professional Practice and Development Council			Please check off all components and indicators that relate to each strategic topic being discussed.	Please check off all components and indicators that relate to each magnet standard being discussed.
Location	Family Medicine Conference Room (FMCRR)				
Date	4/18/2018				
Time	11 am – 1 pm				
Conducted By	Sherin Ninan, MS, CNRN ED Tammy Wilson, BSN, RN Coordinator 5S				
Facilitated By	Carolynn Young, MS, RN-BC				
Topic	Time Allotted	Facilitator	Strategic Plan Indicators	Magnet Standards	
1. Call to Order a. Identification of timekeeper and recorder b. Welcome c. Attendance Sheet & Check-in	3 min	Sherin Ninan, MS, CNRN	Attendees conference line 888-602-0202 then passcode 914-366-3502#	Host dial same and then add *3502#	
2. Review of Previous Minutes	15 min	Carolynn Young, MS, RN-BC	☒ People ☐ Service ☒ Quality ☐ Finance ☐ Efficiencies	☐ Transformational Leadership ☐ Structural Empowerment ☒ Exemplary Professional Practice ☐ New Knowledge, Innovations and Improvements	
3. Report from Committees: a. SOC Committee i. Phelps Policies / Protocols ii. NW Policies • NW Pain Management b. Clinical Ladder Report c. Certification / BSN Competency	20 min	Each committee / council representative	☒ People ☒ Service ☐ Quality ☐ Finance ☐ Efficiencies	☒ Transformational Leadership ☒ Structural Empowerment ☒ Exemplary Professional Practice ☐ New Knowledge, Innovations and Improvements	
4. Nurse Week Activities a. Keynote Speaker-Connie Bance (Mentoring) b. Awards Celebration c. Certification Breakfast d. Magnet table ideas	30 min	Judy Dillworth, PhD, Magnet Director	☒ People ☒ Service ☐ Quality ☐ Finance ☐ Efficiencies	☒ Transformational Leadership ☒ Structural Empowerment ☒ Exemplary Professional Practice ☐ New Knowledge, Innovations and Improvements	
5. Mentoring of RNs	15 min	Judy Dillworth, PhD, Magnet Director	☒ People	☒ Transformational Leadership	
6. Review of Action Items a. Who is responsible b. Expected dates of completion	5 min	Sherin Ninan, MS, CNRN			
7. Adjournment a. Next meeting date, time, location b. May 16, Wednesday, 1100-1300.	3 min	Sherin Ninan, MS, CNRN			

Corrected Shared Governance Council Meeting Day Schedule

New Knowledge and Innovation 9 am-11 am

Professional Practice and Development 11 am-1 pm

Quality and Safety 1 pm-3 pm

CNO Advisory 3 pm – 5 pm

The 3rd Wednesday of the Month

Family Medicine Residency Conference Room

January 17, 2018

February 21, 2018

March 21, 2018

April 18, 2018

May 16, 2018

June 20, 2018

July 18, 2018

August 15, 2018

September 19, 2018

October 17, 2018

November 21, 2018

December 19, 2018

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Meeting Name		Professional Practice and Development Council		Council/Meeting Minutes Please check off all components and indicators that relate to each topic being discussed.	
Location		Hoch Center Conference Room			
Date		3/21/2018			
Time		11 am to 1 pm			
Conducted By		Carolynn Young, MS, RN-BC			
Topic/ Facilitator	Discussion	Staff Input & Feedback	Action	Magnet Components	Strategic Plan Indicator
1. Call to Order A. Recorder B. Introduction	- Meeting called to order @ 1105 - Recorder/Timekeeper: Sherin Ninan, RN, ED - New Members/Welcomes	- Rotate responsibility of recorder. - Call-in members identified. iPhone TIP: press *6 to mute background noise and *7 to speak.	Web conference number: Call-In: # 888-602-0202, then Passcode: #914-366-3502 Bring sign up list and minutes template to meetings for next recorder(s).		
2. Review of previous meeting minutes	February minutes distributed via email and distributed at meeting.	No changes.	Approval of February meeting minutes by all attendees.		
3. Check-In, Members' Responsibilities, Meeting Etiquette H/O	Discussion led by C. Young, RN-BC - Attendance Record-confirm name, information & sign in - Must attend >60% of meetings, actively involved, & report PPD discussion at unit-based council meetings - Refer to PPD Charter (see below).	- Updated. - Refer to job description responsibilities and annual performance appraisal. - Discussed development of Unit Shared Governance Councils & meetings.	- Updated. - Contact C. Young for email/validation of meeting attendance and involvement. Cyoung10@Northwell.edu - Request for support/class on "How to run a meeting".	☒ Transformational Leadership ☒ Structural Empowerment ☒ Exemplary Professional Practice ☐ New Knowledge, Innovations and Improvements	☒ People ☐ Patient Experience ☐ Quality ☐ Financial Performance ☐ Operations
Respectfully Submitted,					
Recorder/Credentials		Date		Director Signature	
Co-chair Signature		Date		Date	

Topic/ Facilitator	Discussion	Staff Input & Feedback	Action	Magnet Components	Strategic Plan Indicator
4. Ratification of PPD Council Charter <i>See attached</i>	Reviewed PPD Council Charter	- Recommend to have 2 co-chairs and combine responsibilities. 1 year overlapping term with option of renewing term. - Discussed need for developing skills, mentoring and support for co-chairs and recorders.	- Council Charter approved by 2/3 majority. Sherin Ninan, RN, ED and Tammy Wilson, RN, 5S volunteered as Co-chairs. - Approved unanimously. - Carolynn Young, RN-BC, CNS, Judy Dillworth, RN, Magnet Director will be mentors / facilitators for Co-chairs and Council functions.	☒ Transformational Leadership ☒ Structural Empowerment ☒ Exemplary Professional Practice ☐ New Knowledge, Innovations and Improvements	☒ People ☐ Patient Experience ☒ Quality ☐ Financial Performance ☐ Operations
5. Report from Committees: A. SOC	A. Reported by Gabby Zappa, RN 2C Phelps Policies	A. Policies reviewed by M. McDermott. Await approval. - Hypercritical Lab Values [Healthstream Module] - Frenotomy Protocol - Lactation Consultation with Breastfeeding - New Products: Female Urinals/Upgrade of Compression Stockings (trial). YOUR VOICE WAS HEARD Previous PPD/SOC policy recommendations were sent to NW & added to NW policies. - NW Blood Component Policy-Version 1 - NW Flushing of IVs and duration of IV catheter insertion/dwell time B. Need more information on: - Approved certifications	A. After approved, policy changes are communicated via Nursing News and Read & Sign on the nursing unit. - Lab will contact Hospitalist/MD; contact unit prior to calling an RRT. - Yeva Postner, RN Lactation Coordinator. Policy will help in identifying what drugs the mom can take & not take while breast feeding. - Female urinals on units. Continue to provide recommendations/comments via NW Policy/Proc. discussion board. - We will continue using Blood Adm. Record with vital signs as directed. - Different from Phelps policy. Discussed in recent Research EBP Session. B. March 19th was Certified Nurses Day! Clinical Educators & CNSs presented an	☒ Transformational Leadership ☒ Structural Empowerment ☒ Exemplary Professional Practice ☐ New Knowledge, Innovations and Improvements	☒ People ☒ Patient Experience ☒ Quality ☐ Financial Performance ☐ Operations
B. Clinical Certification	B. Certification and Exam Preparation Affirmation. Educational Opportunities				

	Discussion led by Bethany Baldwin, RN WHI & Sherin Ninan, RN ED, Rachel Ansaldo, RN, IC and Denise Morgan, RN Endo. CERTIFIED RN Name Badge Tag <i>see attached</i>	• Reimbursement for review courses & exams • Consistent approval and incentives within nursing department. • Discussed # educational opportunities: iLearn, NW seminars/ conferences. Success Pays program, & Web-based learning using Clinical Key for nurses & CE Direct, • Promoting pride as a Certified RN—Presented Certified RN name badge tag vs Certified RN pin (currently)	information table in the Cafeteria with information on many Certifications available to RNs at Phelps. All RNs invited! **Read also meeting minutes of Council: New Knowledge and Innovation for special presenters and Webinars on using NW Library Resources, ClinicalKeys for Nurses, and EMIL (the NW Library System). Unanimously Approved! Present badge tag during Certification Nurse Breakfast. Nurses Week is May 7-11 with the Certified Nurses Celebration Breakfast on May 10th. Invitations will be sent out by M. McDermott to each Certified RN. C. Recommendation to expand the Mentoring Program. See below - Magnet Journey	
C. Mentoring	† C. Mentoring of New RNs Including: • New Hires • Transfer RNs • New Graduates Discussion led by Sherin Ninan RN ED.	C. Expand current New Grad Mentoring program for any new RN to a unit. • Supports collegiality, growth and professional practice • Increases motivation in joining a professional organization & certification • Reflects Employee Promise		

6. Magnet Journey	A. Discussion led by Judy Dillworth RN, Magnet Director and Kathleen Calabro, Data Analyst.	Let's get people involved: A. Stories of changes B. Magnet Bulletin Board on each clinical unit C. Phelps Website Home Page - Magnet ICON including meeting minutes, meeting agendas and handouts D. Cafeteria "Magnet Corner" E. Success Pays Program F. NDNQI data: • Retention of RN's • Increase in Credentialed RNs • Compare data between other hospitals (local and nationally)	See above. Measuring baseline data and changes in outcomes/results, follow through of timelines (email back and forth is a way to follow the timelines). As above: <i>Mentoring</i> is an example of showing our growth in the Magnet Journey — • Mentoring as a means to Increase in RN Certification. • The Magnet story is the unit goal with baseline data (#) and show the increase in number of certified RNs (Empirical Outcomes-EO/data).	☒ Transformational Leadership ☒ Structural Empowerment ☒ Exemplary Professional Practice ☐ New Knowledge, Innovations and Improvements	☒ People ☒ Patient Experience ☒ Quality ☐ Financial Performance ☐ Operations
Meeting Adjournment	Meeting was adjourned by Carolyn Young, RN-BC at 1300.				
Next meeting	April 18 th at 1100-1300 in the Family Medicine Conference Room (FMCR)		Contact Carolyn Young if you are unable to attend. Cyoung10@Northwell.edu. Council call-In number is: Call-In: # 888-602-0202, then Passcode: #914-366-3502		

Professional Practice & Development (PPD) Council Charter

Purpose:

- Facilitate the continuing development of nursing practice in the nursing department and to act as the decentralized decision making body for nurses. The Professional Practice and Development Council (PPD) provides advice to the nurse leadership relative to the practice of nursing and nursing operations.

Responsibilities of the council are to:

- Address the nursing practice needs of all members of the nursing staff.
- Participate in the development of best practice standards of nursing.
- Promote the continuing development of professional nursing practice on the unit.
- Share best practices in order to standardize aspects of clinical care.

Decision Making and Recommendations:

- Consensus building is the principle method for decision-making.

Attendance:

- Council members shall attend all meetings. Members will notify the Council chair prior to the meeting if they cannot attend, an alternate representative may be requested.
- Attendance will be continuously monitored and evaluated. If a member has two or more absences within a calendar year, he/she will be requested to consider resigning or to recommit to active participation.

Frequency of Meetings:

- Meetings are held on the 3rd Wednesday of each month from 11 am – 1 pm, in Building 755, 4th floor Family Medicine Conference Room (FMCR).

Membership:

- Representation from each nursing specialty, Clinical Nurse Specialists (CNS), and an Education Specialist.
- Clinical nurses chair the council; Magnet Program Director and Nurse Researcher act as advisors.

Eligibility:

- Full or part time RNs who have been employed for at least 6 months

Elections / Terms:

- Representatives and alternates are elected annually in December by shared governance unit councils for a one-year term serving Jan to Dec.

Co-Chairpersons (2):

- Selected by membership for 1-year tenure.
 - Communicates meeting dates, times and location to members
 - Plans the agendas for all meetings of the Unit Council.
 - Leads the discussion of the council and seek consensus.
 - Calls special meetings of the council, as needed or requested by the Director.
 - Appoints ad hoc committee members as the need arises.
 - Mentors the Co-Chairperson to assume the position of Chairperson.
 - Assists the Chairperson in the performance of duties.
 - Option to renew with overlapping tenure.

Other members:

- **Recorder**
 - Prepares and submits minutes to chairperson
 - Maintains attendance
- **Facilitator**
 - Keeps council focused on the agenda and on time
 - Ensures each member has an opportunity to contribute to the discussion
 - Facilitates shared decision-making and achievement of consensus
- **All Members**
 - Attend and contribute to at least 60% of all meetings
 - Participate in discussion
 - Complete assigned tasks
 - Share information with colleagues of the unit

Term of Office:

- Elected council members will serve a term of one year with the option of accepting a second year term if re-elected.
- Elected members will assume office on **January 1**. All terms will expire **December 31** of the year elected to office.

Vacancies:

- The Chairperson, on advice and consultation of the Co-Chairperson and the Nurse Manager, has the authority to fill vacancies as they occur. The successor will serve until the next scheduled election.

Reporting Structure:

- Agenda and meeting minutes will be distributed to all staff for review prior to each meeting.
- Members will be responsible for keeping colleagues informed regarding activities, discussions, decisions, and projects of the Council by reporting to all staff of the unit and eliciting input regarding items under consideration.

Communications:

- **Council Members** will be notified of all scheduled meetings via outlook calendar and email.
- **Agendas:** Legible agendas will be sent via email council members 5 to 7 days prior to or at each meeting. Agenda items require the approval of the Chairperson or Co-Chairperson approximately 7 to 10 days prior to the next meeting.
- **Meeting Minutes:** Meeting minutes will be sent via email to members within 7 days of all meetings.
- **Annual Report:** An annual summary of the council work shall be compiled and provided to the council members and the Magnet Program Director by the end of each the year.
- **Amendments:** The council charter can be changed by a 2/3 majority approval of all members.

Certified RN Badge Buddy.....



1. Applicable for any RN Certification
2. Clear plastic—Easy to read
 - a. Infection Control—easy to clean (rather than ribbon)
3. Purchase in People Soft (Northwell)
4. Present at Certification Breakfast
 - a. Current Certified Nurse present to *New Certified Nurse*
 - b. *Memories of their RN Pinning-Honor of Nursing!*

5. You announce to your world your:

- a. Promote and advertise your **Expertise**
- b. Commitment to your Specialty
- c. Commitment to your Profession



6. Nurses Week Celebration – May 6-12, 2018

7. Breakfast May 10th (Thursday)

2018 Theme: "Nurses: Inspire, Innovate, Influence"

