

## **New Knowledge, Innovations and Improvements Council Charter**

### **Purpose:**

- Facilitate and act as a conduit for information sharing related to best practices, research, and advances in technology and innovation to guide conscientious integration of evidence-based practice (EBP) and research into clinical and operational patient care and nursing practice.

### **Responsibilities of the council are to:**

- Enhance professional development through education about evidence-based practice and research; identify learning gaps; develop, implement, and evaluate effectiveness of related education plans.
- Facilitate discussion and exploration of identified clinical problems; systematically evaluate and utilize evidence-based findings and published research to solve clinical problems in patient care and nursing practice
- Collaborate to disseminate knowledge gained through research to internal and external audiences
- Generate new knowledge and set targets for EBP and research

### **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 3<sup>rd</sup> Wednesday of each month from 9 am – 11 am, in MSB 4<sup>th</sup> floor Family Medicine Residence Conference Room.

### **Membership:**

- Representation from each nursing specialty, Clinical Nurse Specialists (CNS), and an Education Specialist.
- Clinical nurses chair the council; MPD 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.

### **Chairperson:**

- Selected by membership for 2-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.

**Co-Chairperson:**

- Selected by membership for 2-year tenure, alternating with council chair tenure.
  - Assists the Chairperson in the performance of duties.
  - Assumes the duties of the Chairperson in the absence of the Chairperson.

**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.