

2405 #1
4/16/18 cuf

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/Welcoming	- 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	

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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		