

CNO (Chief Nursing Officer) Advisory Council Charter

Purpose:

Shared Governance is based on the belief that healthcare professionals who work closely with patients are in the best position to make clinical practice and patient care decisions. Clinical nurses participate in decision-making, establish standards of practice, promote a culture of safety and impact patient outcomes. Mary McDermott, MSN, RN, ANP, NEA-BC, SVP/CNO serves as a nursing advocate in leading nursing practice and patient care while ensuring that nursing's mission, vision, values and strategic plan are aligned with the organization's priorities to improve the organization's performance. The CNO Advisory Council, empowers clinical professional nurses to represent their department peers in providing counsel to the SVP/ CNO regarding topics pertinent to the practice of nursing and unit operations.

Responsibilities of the council are to:

- Interact with chairs of the other shared governance councils to identify pertinent issues for agenda.
- Gather professional nursing concerns related to nursing practice and the delivery of patient care and problem solve in collaboration with the SVP/CNO to ensure that care is patient and family-centered.
- Discuss topics related to the mission, vision, values and strategic goals of nursing and the organization (e.g. professional practice model, RN satisfaction, communication exchange)
- Report on hospital, service and unit- wide committee work relevant to improving patient and family experience, hospital operations, and employee engagement.
- Share information with all clinical nurses on the respective units.

Decision Making and Recommendations:

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

Attendance:

- Council members shall make the best effort to attend all meetings. Members will notify the Council chair prior to the meeting if they cannot attend, an alternate representative may be requested.

Frequency of Meetings:

- Meetings are held on the 3rd Wednesday of each month from 3 pm -5 pm, in the MSB 4th floor Family Medicine Residence Conference Room.

Membership:

- Clinical nurse representation from each nursing specialty
- Other Nurses and interprofessional members may be invited members as determined by the council membership
- MPD functions as advisor.

Eligibility:

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

Elections / terms:

- Representatives and alternates are elected annually in December by shared governance unit councils. Membership to be re-evaluated every six months.

Chairperson:

- Leads the discussion of the council and seeks consensus.
- Appoints ad hoc committee members as the need arises.
- Mentors the Co-Chairperson

Other members:

- **Recorder**
 - Prepares and submits minutes to chairperson
 - Maintains attendance
- **Facilitator**
 - Plans and maintains focus 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
 - Communicates meeting dates, times and location to members
- **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(s) represented

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.

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.