

Meeting Name	New Knowledge and Innovation		Council/Meeting Minutes	Please check off all components and indicators that relate to each topic being discussed.	
Location	Auditorium				
Date	7/18/2018				
Time	9am-11am				
Conducted By	Judy Kennedy BSN,RNC				
Topic/ Facilitator	Discussion	Staff Input & Feedback	Action	Magnet Components	Strategic Plan Indicator
1.Introduction Review of minutes. Judy Kennedy	<ul style="list-style-type: none"> Introduction of all members present. Minutes reviewed and accepted. "Minute recorder" Sign up sheet introduced 	<ul style="list-style-type: none"> All members will sign up for the coming months so they can pick a good day/meeting to be a minute recorder. 	<ul style="list-style-type: none"> Blank minute papers will be handed out prior to meeting and if any one wants to type in laptop etc.. Great!! I will e-mail template. 	<input type="checkbox"/> Transformational Leadership <input type="checkbox"/> Structural Empowerment <input type="checkbox"/> Exemplary Professional Practice <input type="checkbox"/> New Knowledge, Innovations and Improvements	<input type="checkbox"/> People <input type="checkbox"/> Patient Experience <input type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations
2.Council Charter reviewed with regard to attendance. Judy Kennedy/Judy Dillworth	<ul style="list-style-type: none"> Meeting attendance What are other units doing to guarantee attendance. 	<ul style="list-style-type: none"> If the usual staff member of the committee can't attended it's their responsibility to send a substitute who is informed on the progress of their project. 2N using the "13th" shift as a work day with both staff members attending meetings 	<ul style="list-style-type: none"> 100% attendance is encouraged but 80% is accepted from each unit. 60% is required for individual. Council charter reviewed with committee. Individual Managers need to help in scheduling staff so that meeting attendance is a priority. 	<input type="checkbox"/> Transformational Leadership <input type="checkbox"/> Structural Empowerment <input type="checkbox"/> Exemplary Professional Practice <input type="checkbox"/> New Knowledge, Innovations and Improvements	<input type="checkbox"/> People <input type="checkbox"/> Patient Experience <input type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations

	<ul style="list-style-type: none"> Sharing information to staff In each area represented 	<p>and working on unit based magnet meeting.</p> <ul style="list-style-type: none"> Managers are scheduling time so members can leave their units. Difficult to do when the units are busy. Communication board on each unit Staff meetings and in unit based shared governance meetings. 	<ul style="list-style-type: none"> Doreen Wall reminded all that attendance is based on 3 factors. -Shared Governance -Career ladder -Annual review Try to set up some general area for communication. REMIND staff about the website. All our info plus a lot more is easily accessible. 		
3.Magnet information. Judy Dillworth	<ul style="list-style-type: none"> Magnet is an ongoing journey! Meeting Minutes...How are they being done and what information should be included in the individual areas? Are we writing effective minutes? 	<ul style="list-style-type: none"> 6months since we began. Great work being done. Difference between Staff Meeting minutes and Shared Governance minutes. Get minutes done early and send to staff for any input/corrections. Minute writing workshop discussed. 	<ul style="list-style-type: none"> Professional Culture at Phelps Staff Meeting = operational information. Shared Governance = Sharing of information not only on your unit EBP but also what's going on in the hospital. Secretary of Unit based Shared Governance Council could be assigned to do minutes. Jo Nappi available to meet every Tuesday to review minutes and work with staff. 	<input type="checkbox"/> Transformational Leadership <input type="checkbox"/> Structural Empowerment <input type="checkbox"/> Exemplary Professional Practice <input type="checkbox"/> New Knowledge, Innovations and Improvements	<input type="checkbox"/> People <input type="checkbox"/> Patient Experience <input type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations

<p>4.Education and Training</p> <p>Cherry Fuentes. Education Specialist.</p>	<ul style="list-style-type: none"> Acknowledgements EBP workshop September 26th and December 21st 9am-1pm August 14th Preceptor Workshop October 17th “Being in Charge” Class on writing an Abstract will be announced MAP IT (Mentoring and Professional Training). Will start in October. 	<ul style="list-style-type: none"> 1South (Claudette)has a DNP student working on a EBP about Nutrition and Pressure Ulcers OR group and Peggy Tallier to use study protocol to teach staff Attendance required to become level IV Required for Level III Required for Level II This will be given by P. Tallier 10 month program-How to become a mentor. 7:30-9am once a month. 	<ul style="list-style-type: none"> Bring any ideas or questions to these meetings so we can all learn from each other. Please take this information back to the staff and encourage attendance Great opportunity to learn. Nominate someone from your unit Mentoring presentation given earlier by Connie Vance. Video of that talk is now available on the Nursing Website. Access under New Knowledge and Innovation portal. 	
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<p>5.EBP and research reports from Chairpersons of: a Unit based councils b. Committees c Journal Club</p>	<ul style="list-style-type: none"> • 2 Center- Kristen Santoro • 5 South- Chris Moon Patient Rounding • 1 South- Jenna Harris 	<ul style="list-style-type: none"> • Patient “Getting to know me cloud”. Staff has completed the pre-test. Post test will take place 2 months after started using on the unit. • Rounding video. Chris and staff did a great job in making a video for patients to watch. Very Impressive. Everyone wants one for their unit!! • Reduce falls project. • Coloring book project. Made some minor changes and resubmitted for IRB. • Yoga for trauma 	<ul style="list-style-type: none"> • Laminated copies of the cloud will be placed in Patients rooms and Staff will use starting July 1st. • Waiting on final approval from Mary McDermott. • P.T. did exercises with Patients and reviewed with the staff. • Activity orders need to be cleared by M.D. • Hopefully will hear soon. Great determination and work of Doreen Wall and staff • On hold for now until another staff member can run the class. Wishing Mary Ellen Masillo good luck in her new position. 		
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	<ul style="list-style-type: none"> • OR- Catherine McCarthy and Lori Presby • MCH- Mona Maloney Hemorrhage • MCH- Judy Kennedy Transcutaneous bilirubin measurement • Wound care-Debbie Reynolds Decrease pressure injury from TED stockings 	<ul style="list-style-type: none"> • Pressure injury project. 41 people did pre-test. • Good progress in education piece for staff • Maternal hemorrhage Quantitative Blood Loss vs EBL in Vaginal Deliveries • Data is collected • Continuing to work on policy • Improving orders for TEDS. More streamlined. • June competencies complete for RN's and HUC's in ordering proper size • Starting with MD's 79 surveys sent out 	<ul style="list-style-type: none"> • Waiting on post test results • Scales ordered • Power point for staff education complete. • Ordering 100ml LAP pads • Will implement in mid August • Change in ordering through education. • So far only 4 MD's have responded to survey. Will follow up. 		
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	<ul style="list-style-type: none"> ASU/ENDO -Topsy James Start times ED-Bigam Tural Effect of Nurse Mentorship Infusion-Irma Tertulien Wait times 5 North-Kristin Cutaia Unit Noise and Alarms 2North-Kierra Jacca Gonzalez Purposeful Rounding 	<ul style="list-style-type: none"> Working on Pre-op check list Endo working on Pre Procedure instructions. Working on a program and getting volunteers Continue to look at work flow. Keeping track of when delays occur Quiet Project in place. Continue to educate Patient's and Staff Patient education Allen TV's are being repaired 	<ul style="list-style-type: none"> Looking into ways to measure change. Continue to collect Data <p>Will start to implement and look at HCAP scores</p> <ul style="list-style-type: none"> Continue to improve Staff rounding. 		
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Respectfully Submitted,

Reporter/Transcriber Signature

Date _____

Director Signature

Date _____