

Meeting Name	Shared Governance: Professional Practice and Development		Council/Meeting Minutes	Please check off all components and indicators that relate to each topic being discussed.	
Location	FMCR				
Date	6/20/2018				
Time	1100-1300				
Conducted By	Tammy Wilson, BSN, RN Coordinator 5S Sherin Ninan, MS, CNRN ED Carolynn Young, MS, RN-BC, ONC (Facilitator)				
Topic/ Facilitator	Discussion	Staff Input & Feedback	Action	Magnet Components	Strategic Plan Indicator
1. Call to Order: A. Recorder B. Introductions C. Review of previous meeting minutes	<ul style="list-style-type: none">Meeting called to order @ 1105.Recorder/Timekeeper: Michael Mabalot, BSN, RN, CNORNew Members>WelcomeMay minutes distributed via email.	<ul style="list-style-type: none">Handouts distributed. No changes.	Attendees Conference “Call-in” number: 888-602-0202 Then press passcode: 914-366-3502# . <ul style="list-style-type: none">Approved.		
2. SOC Report Carolynn Young, MS, RN-BC, ONC	Demonstrated Phelps Intranet Home Page: Nursing menu. A. Alaris Pump Library Changes. <ul style="list-style-type: none">Go Live June 4th.Use “Good Catch” program to identify/communicate safety concerns. B. Pressure Injury: Prevention, Assessment, and Management Policy & Guidelines. C. Surgical Skin Preparation. SSI prevention &	<ul style="list-style-type: none">When you are unable to program an IV medication using Guardrails and must program using “Basic Infusion”.NW policy/guidelines reviewed. No changes.Upon MD Order, CHG wipes & clipping (no shaving).	**Check monthly Nursing News & emails for policy changes, classes/workshops & available courses for certifications. <ul style="list-style-type: none">Located on Phelps Home Page, Last column on far right.Concur with D. Reynolds, BA, RN, CWOCN review. C. Young to forward to NW discussion board/no changes.Informational.	<input type="checkbox"/> Transformational Leadership <input type="checkbox"/> Structural Empowerment <input checked="" type="checkbox"/> Exemplary Professional Practice <input type="checkbox"/> New Knowledge, Innovations and Improvements	<input type="checkbox"/> People <input type="checkbox"/> Patient Experience <input checked="" type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations

SOC Report (continued)	<p>surgical “Bundles” being introduced in orders.</p> <p>D. Blood Culture bottles/fill volume for accurate results.</p> <p>E. NEW IVP approved medications.</p> <p>F. IV medication disposal process. Patient Confidentiality/ HIPPA compliance.</p> <p>G. Blood Bag Tag (Blood Bank Record). PI reports.</p>	<ul style="list-style-type: none"> • Need to add a mark on the bottle to ensure 8-10mL blood volume. Re-education. • Ativan & Robinul IVP approved for Med/Surg IVP list. Indication for Comfort Care for End of Life patient. Approved P&T in May 10. • When disposing of IVPB or labelled solution bags in the regular trash, remove confidential patient information (name/DOB) by rubbing label with an alcohol pad or cover information using a black marker. • At conclusion of blood administration, ensure all documentation is complete. Discussed unit processes. 	<ul style="list-style-type: none"> • PI reported at Infection Control Committee Communicate via staff meetings & Nursing News. • Update Med/Surg approved IVP list. • Report at Medication Safety (recommendation from Med Safety committee). Communicate at staff/council meeting & Nursing News. • Manager/Coordinator designee is final review to ensure all documentation is complete. Communicate at staff/council meeting & Nursing News. 		
3. Board Certification Kathy Calabro How to write your credentials Kathy Calabro	<p>A. Nursing Website demonstrated</p> <p>B. Medical Surgical Certification Review Course August 6&7 (Northwell)</p> <p>C. Phelps Nursing Department Benchmarking Statistics & Unit Certification Updates</p> <p>D. ANCC recommendations for the proper display of credentials was shared.</p>	<ul style="list-style-type: none"> • Found on Phelps Intranet: Nursing. • Includes all Committee minutes & staff awards, etc. • Register via iLearn. • Discussed appropriate Certification for units. Outside Education form located on website. • Nursing Board Certification and Bachelor’s Degree rates presented. • Display credentials: Name-Highest Degree (BSN)-RN-Board Certifications. 	<ul style="list-style-type: none"> • Communicate at staff/council meeting & Nursing News. • Informational. • Post unit rates on unit Magnet Boards. Update quarterly. • Informational. 	<p><input type="checkbox"/> Transformational Leadership</p> <p><input type="checkbox"/> Structural Empowerment</p> <p><input checked="" type="checkbox"/> Exemplary Professional Practice</p> <p><input type="checkbox"/> New Knowledge, Innovations and Improvements</p>	<p><input type="checkbox"/> People</p> <p><input type="checkbox"/> Patient Experience</p> <p><input checked="" type="checkbox"/> Quality</p> <p><input type="checkbox"/> Financial Performance</p> <p><input type="checkbox"/> Operations</p>

	E. RN Recruitment Retention program	<ul style="list-style-type: none"> • Monica Melo RN 5S, introduced the idea of having/developing an RN Recruitment Retention program. 	<ul style="list-style-type: none"> • Continue discussion regarding implementation of recruitment/retention council at next PPD meeting. 		
4. How to make a “Contact List” in Outlook Diane Pollack, BSN, RN	Diane Pollack demonstrated “How to create a contact list using Outlook 365”.	<p>Applications discussed by several council members.</p> <ol style="list-style-type: none"> 1. Click <u>People</u> on bottom L of screen 2. Click <u>Your Contacts</u> from L column 3. Drop down menu from <u>New</u> (top L-mid of screen), Select <u>Contact Group</u> 4. Create a group name and add members as presented in pop-up box. 	Council members may create and utilize contact lists in Outlook to make it easier to communicate with council members.	<input checked="" type="checkbox"/> Transformational Leadership <input checked="" type="checkbox"/> Structural Empowerment <input type="checkbox"/> Exemplary Professional Practice <input type="checkbox"/> New Knowledge, Innovations and Improvements	<input checked="" type="checkbox"/> People <input type="checkbox"/> Patient Experience <input type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input checked="" type="checkbox"/> Operations
5. Professional Practice Model Development Judy Dillworth, PhD, RN, NEA-BC, CCRN-K Josephine Nappi, MA, RN-BC Kathy Calabro, Nursing Adm. Data Analyst	<p>Discussion led by Josephine Nappi and Judy Dillworth.</p> <ol style="list-style-type: none"> 1. Visual model of “Nursing” at Phelps. 2. Structural guide of patient care delivery to achieve desired goals for patients. 3. Displayed on the units & symbol on websites, marketing, etc. 4. Unit nurses/clinical nurses develop the model. We need input from nursing staff and unit council meetings. 	<p>Kathy Calabro presented powerpoint with collection of previous ideas. (Attached to minutes).</p> <p>Ideas presented include:</p> <ul style="list-style-type: none"> • Bridge/Water image — “Bridge to Wellness” ; “Our river of care is the bridge to wellness” • Tree image — “Growing to reach goals...Magnet” <ul style="list-style-type: none"> ○ Roots/foundation is Phelps ○ Tree trunk made of words (values, skills) ○ Incorporate the Northwell triangles/colors 	<p>ACTION PLAN</p> <ul style="list-style-type: none"> • We need unit staff input on the key “WORDS” (values) and picture. • Each member of PPD is to return to their units/councils, share what was discussed here and elicit ideas from nurse colleagues. Focus on words and the images. <ul style="list-style-type: none"> ○ What are the KEY words/values of Phelps Nursing? ○ Which picture do you prefer? ○ Do you have another idea? • Send feedback to sub-group members (listed below) by JUNE 29th. • Then, the next step is to Draft a Model. 	<input checked="" type="checkbox"/> Transformational Leadership <input checked="" type="checkbox"/> Structural Empowerment <input type="checkbox"/> Exemplary Professional Practice <input type="checkbox"/> New Knowledge, Innovations and Improvements	<input checked="" type="checkbox"/> People <input checked="" type="checkbox"/> Patient Experience <input type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations

			<ul style="list-style-type: none"> Will check input / feedback from staff. 		
<p>*Council Members Responsibilities include:</p> <ul style="list-style-type: none"> To present and update your unit colleagues, at staff meetings & unit council meetings, about the latest shared governance ideas, discussions and plans. Obtain feedback and ideas from colleagues. <p>**Professional Practice sub-work group</p> <ul style="list-style-type: none"> Judy Dillworth, Kathleen Calabro, Carolynn Young, Tammy Wilson, Rachel Ansaldo, Doreen Wall, Monica Melo Please contact Sherin Ninan sninan2@Northwell.edu if we missed writing down your name or if you would like to participate in the work group. 					
Adjournment	Meeting adjourned at 1300.		Conference "Call-in" number is TBA.		
Next meeting	July 18 at 1100-1300 in the AUDITORIUM.		NOTE: the next meeting is in the Auditorium!!!!		
<p>Respectfully Submitted,</p> <p>Recorder/Credentials <u>Michael Mabalot, BSN, RN, CNOR Date: June 20, 2018</u></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____ Co-Chair Signature</p> <p>Date _____</p> </div> <div style="width: 45%;"> <p>_____ Director Signature</p> <p>Date _____</p> </div> </div>					