

<b>Meeting Name</b>	<b>Professional Practice and Development Council (PPD)</b>		<b>Council/Meeting Minutes</b>	Please check off all components and indicators that relate to each topic being discussed.	
<b>Location</b>	<b>Family Medicine Conference Room (FMCR)</b>				
<b>Date</b>	<b>8/15/2018</b>				
<b>Time</b>	<b>1100-1300</b>				
<b>Conducted By</b>	<b>Tammy Wilson, BSN, RN Coordinator 5S</b> Sherin Ninan, MS, CNRN ED <b>Carolynn Young, MS, RN-BC, ONC (Facilitator)</b>				
<b>Topic/ Facilitator</b>	<b>Discussion</b>	<b>Staff Input &amp; Feedback</b>	<b>Action</b>	<b>Magnet Components</b>	<b>Strategic Plan Indicator</b>
<b>1. Call to Order:</b> A. Recorder  B. Introductions  C. Review of previous meeting minutes	<ul style="list-style-type: none"> <li>Meeting called to order @ 1115.</li> <li>Recorder/Timekeeper:</li> <li>New Members/ Welcome</li> <li>July minutes distributed via email</li> </ul>	Meeting minutes written by <b>Candice Johnson BA, RN.</b> <ul style="list-style-type: none"> <li>Handouts distributed.</li> </ul>	Attendees Conference "Call-in" number: <b>888-602-0202</b> Then press passcode: <b>914-366-3502#.</b> <ul style="list-style-type: none"> <li>Approved without corrections.</li> </ul>	<b>**To MUTE or UN-MUTE phones→ Press *6</b>	
<b>2. Credentialing Committee Report</b>	Career Ladder & Promotions compiled by <b>K. Barger, RN, CCRN</b> , Chairperson.  Report read by C.Young.	<ul style="list-style-type: none"> <li>Responsibilities of committee discussed. <b>C. Duncalf RN, CCRN</b> is also a member of the Credentialing Committee.</li> <li>C. Duncalf promoted committee and recruited on the need for additional committee members.</li> <li>Meets 2<sup>nd</sup> Monday of month.</li> <li>Important for representation of each unit</li> <li>Ability to "call-in" to meeting.</li> <li>Reviews promotion portfolios.</li> <li>CC Board will approve promotions, even on off months (by email).</li> </ul>	<ul style="list-style-type: none"> <li>If interested, discuss with your Celeste or Karen (ICU).</li> <li>Nursing Website updated with promotions.</li> </ul>	<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 checked="" type="checkbox"/> People <input type="checkbox"/> Patient Experience <input checked="" type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations

<b>3. Graduate Nurse Mentoring Program</b>  Cherry Fuentes, MS, RN-BC,	<b>C. Fuentes, MS, RN-BC</b> presented PowerPoint of program description/ outcomes / progress.  Abstract of program has been accepted as poster presentation for the Northwell Research Day (Sept.).	<ul style="list-style-type: none"> <li>Discussed concepts of: mentor vs. preceptor, support &amp; confidentiality, socialization, satisfaction of work &amp; retention data.</li> <li>Match of GN &amp; mentor is an essential component to the success &amp; beneficence of the program.</li> <li>Communication is difficult and less frequent when mentors are from different units.</li> </ul>	<ul style="list-style-type: none"> <li>Program is beneficial in retention of graduate nurses.</li> <li>Gather more mentors from participating units.</li> <li>Being a Mentor is an incentive for advancing in clinical ladder.</li> </ul>	<input checked="" type="checkbox"/> Transformational Leadership <input checked="" type="checkbox"/> Structural Empowerment <input checked="" 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
<b>4. Professional Development Pamphlet</b>  Alicia Mulvena, MS, RN-BC  Carolynn Young, MS, RN-BC, ONC	Packet distributed by C. Young and discussed.  Developed by student of Organizational Development.	<ul style="list-style-type: none"> <li>Identified lack of knowledge of all benefits of Professional Development at Phelps Hospital.</li> <li>Need for increased awareness of education opportunities.</li> <li>Clinical RN's didn't know about Certification Day (March).</li> <li>Discussed cost of tuition for BSN.</li> <li>Mandated NYS Infection Control program is free through CE direct.</li> <li>Recommendations provided.</li> </ul>	<ul style="list-style-type: none"> <li>Recommendations sent to A. Mulvena, Org. Development.</li> <li>Scholarships available for collegiate advancement.</li> </ul>	<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 checked="" type="checkbox"/> People <input type="checkbox"/> Patient Experience <input type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations
<b>5. Professional Practice Model Development</b>  Judy Dillworth, PhD, RN, NEA-BC, CCRN-K Kathy Calabro, Nursing Adm. Data Analyst	Model presented by K. Calabro.  Discussion lead by J. Dillworth.	Model discussed. <ul style="list-style-type: none"> <li>RN staff surveyed through Healthstream program. Approval or suggestions offered.</li> <li>Unanimous approval.</li> <li>Purchasing image (copywrite).</li> </ul>	<ul style="list-style-type: none"> <li>Remind nurses to complete Healthstream.</li> </ul> Next Steps: <ul style="list-style-type: none"> <li>Create narrative to describe the PPD model. Need to tie-in the Nurse Theorists (Jean Watson, Patricia Brenner).</li> <li>Work group to be formed and present ideas at next meeting.</li> </ul>	<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 checked="" type="checkbox"/> People <input checked="" type="checkbox"/> Patient Experience <input type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations
<b>6. Daisy Award</b> Judy Dillworth, PhD, RN, NEA-BC, CCRN-K	Nursing Award— Recipient is nominated by patient &/or family.	Handout provided by J. Dillworth, PhD, RN. Discussed Daisy Award as a Retention Strategy.	<ul style="list-style-type: none"> <li>Discussed forming a Nursing Recruitment &amp; Retention Council.</li> </ul>	<input checked="" type="checkbox"/> Transformational Leadership <input type="checkbox"/> Structural Empowerment <input checked="" type="checkbox"/> Exemplary Professional Practice	<input checked="" type="checkbox"/> People <input checked="" type="checkbox"/> Patient Experience <input type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations

				<input type="checkbox"/> New Knowledge, Innovations and Improvements	
<b>*Council Members Responsibilities include:</b> <ul style="list-style-type: none"> <li>○ To present and update your unit colleagues, at staff meetings &amp; unit council meetings, about the latest shared governance ideas, discussions and plans. Obtain feedback and ideas from colleagues.</li> <li>○ **Check monthly Nursing News &amp; emails for policy changes, classes/workshops &amp; available courses for certifications.</li> </ul>					
Adjournment	Meeting adjourned at 1252.		Conference "Call-in" number is <b>888-602-0202</b> Then press passcode: <b>914-366-3502#.</b>		
Next meeting	<b>September 19<sup>th</sup> at 1100 to 1300 in the FMCR</b>				
<b>Respectfully Submitted,</b> <b>Recorder/Credentials <u>Candice Johnson, BSN, RN-BC</u>      <u>Date: August 15, 2018</u></b>					
<b>Co-Chair Signature</b> <b>Date _____</b>			<b>Director Signature</b> <b>Date _____</b>		