

Meeting Name	Professional Practice & Development Council		Council/Meeting Minutes	Please check off all components and indicators that relate to each topic being discussed.	
Location	Atrium Conference Room				
Date	8/21/2019				
Time	1100-1300				
Conducted By	Candice Johnson, BSN, RN (Co-Chair) Judy Dillworth, PhD, RN (Magnet Director, Facilitator) Carolynn Young, MS, RN-BC (Mentor)				
Topic/ Facilitator	Discussion	Staff Input & Feedback	Action	Magnet Components	Strategic Plan Indicator
1. Call to Order: A. Welcome B. Identification of Timekeeper and Recorder C. Introductions D. Review of previous meeting minutes	<ul style="list-style-type: none"> Meeting called to order @ 11:00. Recorder/Timekeeper: Carolynn Young, RN, ONC New Members/Welcome. July 2019 PPD council minutes distributed. 	1. Donisha Sledge, RN ED 2. Jacklyn Wylie, RN 2C 3. Neethu Gopinadh, RN MCH 4. Kelly Kissane, RN OR, & Joanne Gariola, RN OR. Minutes approved.	Attendees Conference call-in number: 888-602-0202. Then press passcode: 9143663502#. Welcome! Distributed via email.	<input checked="" 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
2. Career Ladder Karen Barger, RN	Clinical Ladder discussed. N. Fox referred to email sent to all Professional Nurses detailing process & paperwork of clinical ladder and requirements.	Council members discussed requirements and clarified specific aspects. D. Sledge, RN, ED discussed Leadership Activities r/t the ED. Projects. Council members are reminded to inform their colleagues that future projects need to be presented at New knowledge and innovation council. EBP algorithm will be used to explore PI, EBP and research projects and will help direct the RN down the appropriate path.	Checklists, logs for the chart, champion, preceptor etc. roles are the responsibility of the applicant, not the nurse manager. *Requirements grid to be discussed/finalized at NLC (8/28/19).	<input checked="" 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

Career Ladder (continued)	<p>Leadership Activities.</p> <ul style="list-style-type: none"> D. Sledge, RN ED, discussed difficulty in developing unit councils and activities due to fluctuating unit staff & use of travel RNs. J. Gariola, RN OR, discussed OR time constraints and difficulty “to get away” from the OR for meetings. 	Journal Club is one activity that an RN can become involved at any time. Discussed consistent and active engagement in the blog/ article review.	<p>Each RN will be accountable to provide documentation that supports their involvement in Leadership Activities.</p> <p>Consider involvement in the Journal Club blog as a “Safety Net”.</p>		
3. Unit Council and Magnet Leadership Activities Judy Dillworth, PhD, RN, Magnet Director	<ul style="list-style-type: none"> J. Dillworth, PhD, RN discussed awareness of “Succession Planning” in unit council leadership and council members. To ensure active involvement of all clinical nurses. 	<p>K. Jaca, RN discussed 2N model of “buddy system” which council element interests the buddy?</p> <p>J. Dillworth, PhD, RN reinforced to hold each RN accountable in their professional growth and development, to support each other, and to mentor each other.</p>	Members discussed “How to demonstrate their action plans to increase certification” (e.g. attain CEUs to develop knowledge & skills, mentor each other).	<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 checked="" type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations
4. SOC Committee Report Carolynn Young, MS, RN-BC	Blood Component Administration Go Live on August 27 th . This is the Northwell Policy.	<p>Transfusion Administration Policy form 1178 is updated in NEPs. NW policy lists START/END times & complete administration within 4 hours.</p> <p>Posters on all units.</p> <p>Healthstream module 11/2018.</p> <p>Topic and changes were discussed.</p> <p>Policy now online.</p>	C. Young will send out Go Live poster and is available for any questions.	<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
5. Unit Goals & Strategic Plan Judy Dillworth, PhD, RN, Magnet Director	<ul style="list-style-type: none"> Discussed unit specific goals to increase BSN prepared nurses and certifications for those RN eligible. Judy asked “Do you know what the Strategic Plan of Phelps Hospital? Of the Nursing Department?” 	<ul style="list-style-type: none"> All encouraged to mentor and encourage colleagues to obtain and maintain certification. Discussed during Town Hall meetings. Do you attend? Is it “posted” anywhere e.g., on the intranet? Discussed use of Pillars board. Are they updated? 	Kathy distributes unit dashboards on a regular basis to keep unit goals and status current. Council members to familiarize themselves with their unit “Dashboard”.	<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 checked="" type="checkbox"/> Quality <input checked="" type="checkbox"/> Financial Performance <input checked="" type="checkbox"/> Operations

6. Magnet Boards Judy Dillworth, PhD, RN, Magnet Director	Discussed that during the Magnet site visit, the Magnet appraisers will speak with clinical nurses and ask “What are you most proud of on your unit?”	Recommended that each unit have “Magnet Boards” for communication to clinical nurses. K. Jaca, RN discussed boards used on 2N. J. Dillworth, PhD, presented “templates” used by North Shore Hospital.	Council members to discuss communication boards during unit shared governance council meetings: “How to make the boards meaningful and exciting while recognizing your great accomplishments”	<input checked="" 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 checked="" type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input checked="" type="checkbox"/> Operations
Adjournment Next Meeting	Meeting adjourned at 1300. September 18th at 1100-1300 in the Atrium Conference Room		Conference call-in number is: 888-602-0202 . Then press passcode: 9143663502# .		

Respectfully Submitted,

Recorder/Credentials: *Carolynn Young, RN* **Date:** *08/21/2019*

Co-Chair Signature: *Candice Johnson, RN*, **Date:** *08/21/2019*

Director Signature: _____ **Date:** _____