

Council/Meeting Agenda

Council / Meeting Name	Professional Practice and Development Council			Please check off all components and indicators that relate to each strategic topic being discussed.	Please check off all components and indicators that relate to each magnet standard being discussed.
Location	ATRIUM Conference Room				
Date	September 19, 2019				
Time	11 am – 1 pm				
Conducted By	Candice Johnson, BSN, RN				
Facilitated By	Judy Dillworth, PhD, RN				
Topic	Time Allotted	Facilitator	Strategic Plan Indicators	Magnet Standards	
1. Call to Order a. Welcome b. Identification of timekeeper and recorder c. Attendance Sheet & Check-in	3 min	Candice Johnson, BSN, RN	Attendees conference line 888-602-0202 then passcode 914-366-3502 then press #		
2. Introductions 3. Review of Previous Minutes	10 min	Candice Johnson, BSN, RN	<input type="checkbox"/> People <input type="checkbox"/> Service <input checked="" type="checkbox"/> Quality <input type="checkbox"/> Finance <input type="checkbox"/> Efficiencies	<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	
4. Committee Reports a. Career Ladder b. Standard of Care updates c. Unit practice council updates	70 min	Nancy Fox, MS, RN Carolynn Young, MS, RN Each committee / council representative	<input checked="" type="checkbox"/> People <input checked="" type="checkbox"/> Service <input type="checkbox"/> Quality <input type="checkbox"/> Finance <input type="checkbox"/> Efficiencies	<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	
5. Feedback of Activities a. Unit goals: Certification and BSN b. Mentoring c. Succession Planning	30 min	Clinical RN Feedback Judy Dillworth, PhD, Magnet Director Kathy Calabro, Data Analyst	<input checked="" type="checkbox"/> People <input checked="" type="checkbox"/> Service <input type="checkbox"/> Quality <input type="checkbox"/> Finance <input type="checkbox"/> Efficiencies	<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	
6. Review of Action Items a. Who is responsible b. Expected dates of completion	5 min	Candice Johnson, BSN, RN			
7. Adjournment a. Next meeting date, time, location b. October 16, Wednesday, 1100-1300, Atrium.	3 min	Candice Johnson, BSN, RN			

Meeting Name	Professional Practice & Development Council			<div>Council/Meeting Minutes</div> <div>Please check off all components and indicators that relate to each topic being discussed.</div>	
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, ONCNew Members/Welcome.July 2019 PPD council minutes distributed.	<ol style="list-style-type: none">Donisha Sledge, RN EDJacklyn Wylie, RN 2CNeethu Gopinadh, RN MCHKelly 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.	<div><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</div>	<div><input checked="" type="checkbox"/> People <input type="checkbox"/> Patient Experience <input checked="" type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations</div>
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.	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).	<div><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</div>	<div><input checked="" type="checkbox"/> People <input type="checkbox"/> Patient Experience <input checked="" type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations</div>

Career Ladder (continued)	Leadership Activities. <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. 	<p>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>	<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>	<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	
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>	<p>Members discussed “How to demonstrate their action plans to increase certification” (e.g. attain CEUs to develop knowledge & skills, mentor eachother).</p>	<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 Carolyn Young, MS, RN-BC	<p>Blood Component Administration Go Live on August 27th. This is the Northwell Policy.</p>	<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. Healthstream module 11/2018. Topic and changes were discussed. Policy now online.</p>	<p>C. Young will send out Go Live poster and is available for any questions.</p>	<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? 	<p>Kathy distributes unit dashboards on a regular basis to keep unit goals and status current.</p> <p>Council members to familiarize themselves with their unit “Dashboard”.</p>	<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	Meeting adjourned at 1300.		Conference call-in number is: 888-602-0202 . Then press passcode: 9143663502# .		
Next Meeting	September 18th at 1100-1300 in the Atrium Conference Room				

Respectfully Submitted,

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

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

Director Signature: _____ **Date:** _____