

Meeting Name	Professional Practice and Development		Council/Meeting Minutes	Please check off all components and indicators that relate to each topic being discussed.	
Location	Atrium Conference Room				
Date	10/16/19				
Time	11am-1pm				
Conducted By	Candice Johnson BSN, RN				
Facilitated By	Judy Dilworth, PhD				
Topic/ Facilitator	Discussion	Staff Input & Feedback	Action	Magnet Components	Strategic Plan Indicator
Recognition	Career Ladder Promotions Jacklyn Pisano-Endo level IV Sijin Jose-5S level IV -conferences and ENA week -2020 conferences	-staff to sign up for 2020 conferences -Donisha Sledge brought back info from ENA week -One member to go to each conference	-Candice to submit sign-up sheet for conferences to directors after members ponder which conferences, they wish to attend -will share info about conference in nursing news -collaborate with (NWH) Westchester ER RNs	<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 type="checkbox"/> Patient Experience <input checked="" type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations Service
Shared Governance	-How Unit based councils operate	-make a commitment to same day of month -satisfaction correlates to staff attendance		<input checked="" type="checkbox"/> Transformational Leadership <input 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 type="checkbox"/> Operations
Mentoring BSN certification	-APMN	Donisha sent email to Mary for initiative to increase percentage of APMN in ED	-classes may be put into budget to offer classes here at Phelps		

	-SANE nurses	-Donisha discussed no SANE RN in ED	-Judy to report about concern	<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
Shared Governance (cont'd)	How to conduct a meeting, agenda, minute taking, attendance	-Judy discussed how to write meeting minutes, create an agenda using 3 main points to keep it simple	-members to take back to units -send copy of meeting minutes to Judy -Kathy to send templates to Candice (Nursing website down)	<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
				<input type="checkbox"/> Transformational Leadership <input type="checkbox"/> Structural Empowerment <input type="checkbox"/> Exemplary Professional Practice <input type="checkbox"/> New Knowledge, Innovations and Improvements	6+-

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Respectfully Submitted,

Reporter/Transcriber Signature

Date _____

Director Signature

Date _____