

Meeting Name	Professional Practice & Development		Council/Meeting Minutes	Please check off all components and indicators that relate to each topic being discussed.	
Location	ATRIUM Conference Room				
Date	1/16/2019				
Time	1100-1300				
Conducted By	Tammy Wilson, BSN, RN Coordinator 5S Carolynn Young, MS, RN-BC (Monitor)				
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 @ 11:15 AM by Tammy Wilson, BSN, RN.Recorder/Timekeeper, Carolynn Young, MS, CNS, RN-BC, ONCNew Members/Welcome.December minutes distributed via email.December 2018 meeting minutes reviewed.	<ul style="list-style-type: none">Call-in: Sherin Ninan, MS, RN CNRNNo new membersMinutes approved with updates (p2-add clinical RN names)	Attendees Conference call-in number: 9-1-888-602-0202 Then press passcode: 9143663502# <ul style="list-style-type: none">Post on Nursing Website	<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 type="checkbox"/> People <input type="checkbox"/> Patient Experience <input checked="" type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations
2. TeamSTEPPS & Bedside Shift Report Carolynn Young, MS, RN-BC Judy Dillworth, PhD, Magnet Director	A. TeamSTEPPS <ul style="list-style-type: none">Communication tools.APP available-download-<i>TeamSTEPPS 2.0 Pocket Guide</i>. B. Bedside Shift Report <ul style="list-style-type: none">Changes in practiceUnit Councils/Career Ladder Project opportunity	A. Healthstream module (pre-requisite) and Live classes (2.5 hours). B. Members discussed: Confidentiality, Using professional judgment, I PASS the BATON	A. Register for Live Session by Healthstream. Refer to flyer for class dates/times. B. Education & Implementation anticipated in March 2019	<input 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 type="checkbox"/> Financial Performance <input type="checkbox"/> Operations
3. 2019 Feedback of Activities Judy Dillworth, PhD, Magnet Director Kathy Calabro, BS, Data Analyst	A. RN Learning Needs Survey (Healthstream) B. Professional Practice & Development <ul style="list-style-type: none">Charter	A. Data was collated. Top 2 learning priorities (globally and within the unit) were “clinical”. Third learning priority was “ Communication ”. TeamSTEPPS supports this priority by teaching tools for better communication. B. Discussed Charter-update location/room.	A. Include in RN Competency. Clinical Educators asking clinical RNs for more specific topics. B. Recommend 75% attendance 9/12 meetings. MLOA is not counted in attendance	<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 type="checkbox"/> Financial Performance <input type="checkbox"/> Operations

	<ul style="list-style-type: none"> Attendance Recruitment Retention & Recognition (RRR) Council. <p>C. Unit Councils-Unit Goals</p>	<p>Discussed attendance requirement and need for increased staffing on Magnet day. RRR Council created to promote Recruitment/Retention/Recognition.</p> <p>C. PPD Goal would be to increase Professional Certification and BSN rates at the unit level. Refer to nursing website for ongoing rates. Discussed realistic goals based on the unit profile and flow (attrition). <u>Strategies to support increased certification:</u> ICU-developed study groups, unit newsletter with test questions, & icon on desktop with study guide. IS-Nicki Rembisz developed survey to identify who is interested in certification and participation in study group. Unit newsletter (Gazette) in progress.</p> <p>D. Increased participation in Northwell System Policy and Procedure development and integration in practice. =</p> <p>E. Development of Nursing Website. “Shout Out” to Kathy Calabro!!!</p>	<p>denominator. Continue increased communication and empowerment. Continue unit charter, updates, & goals.</p> <p>C. 2019 unit goal is to increase rates of BSN & Professional Certification of eligible nurses (direct patient care & after 2 years of experience).</p>		
4. Report from Committees	<p>A. Career Ladder & Promotions</p> <p>B. Nursing Website</p> <p>C. SOC Committee</p>	<p>A. 3 RNs were promoted during January.</p> <p>B. Information presented by Kathy Calabro, BA.</p> <p>C. No SOC meeting in January. Discussion led by Carolynn Young, MS, RN-BC, ONC.</p>	<p>A. Refer to website</p> <p>B. Above</p> <p>C. We must practice according to our “Policy”. Be alert to practice</p>	<p><input checked="" type="checkbox"/> Transformational Leadership</p> <p><input type="checkbox"/> Structural Empowerment</p> <p><input checked="" type="checkbox"/> Exemplary Professional Practice</p>	<p><input checked="" type="checkbox"/> People</p> <p><input checked="" type="checkbox"/> Patient Experience</p> <p><input checked="" type="checkbox"/> Quality</p> <p><input type="checkbox"/> Financial Performance</p>

	D. Patient Education	<p>Mock JC Survey by Northwell specialists will be in early February. We have many changes in policy and practice occurring over next 6 months. Official survey in mid-2019.</p> <p>JC Key Topics will include</p> <ul style="list-style-type: none"> • <u>Patient Identification</u> (State and <i>SPELL</i> full name on 1st Encounter) • <u>Blood Administration</u> • <u>Fall Risk Assessment</u> (3 risk levels) • <u>Suicide Risk Assessment</u> • <u>Infection Prevention</u> (Handwashing, low level disinfectant-equipment, CVC, Don/Doff gowns) • <u>Pain Assessment & Reassessment</u> AND • <u>Plans of Care (POC)</u> <p>New Education Handouts</p> <ol style="list-style-type: none"> 1. Insulin (Flex-Pen) Teaching. Policy, Northwell handouts, Lilly Kits 2. Vaccine Information Sheets (VIS) from CDC. Required to give to patient when administering any vaccine. Policy effective 9/2017. 	<p>changes, education via Healthstream & posters. This is an opportunity for off-shift RNs to be Project Champions.</p> <p><u>Focus Education</u></p> <p>January</p> <ol style="list-style-type: none"> 1. Patient Identification: Double Identifier 2. Blood Component Administration <p>February</p> <ol style="list-style-type: none"> 1. Fall Risk Assessment 2. Plans of Care (POC) & Navigating the EMR <p>March</p> <p>To discuss/present to Clinical Practice and Educators and Multidisciplinary Education Committee.</p>	<input type="checkbox"/> New Knowledge, Innovations and Improvements	<input type="checkbox"/> Operations
Adjournment	Meeting adjourned at 1300.		Conference call-in number is: 888-602-0202.		
Next Meeting	February 20th at 1100-1300 in the Atrium (Main Hospital-conference room door-behind Information Desk-where wheelchairs are stored)		Then press passcode: 9143663502#.		

Respectfully Submitted,

Recorder/Credentials _____ Date _____

Co-Chair Signature

Date _____

Director Signature

Date _____