

<b>Meeting Name</b>	<b>Professional Practice and Development Council</b>		<b>Council / Meeting Minutes</b>	Please check off all components and indicators that relate to each topic being discussed.	
<b>Location</b>	<b>Atrium</b>				
<b>Date</b>	<b>4/17/2019</b>				
<b>Time</b>	<b>11:00 AM-1:00 PM</b>				
<b>Conducted By</b>	<b>Tammy Wilson, BSN, RN Coordinator 5 South and Carolynn Young, MS, RN-BC</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>
Tammy Wilson, BSN, RN-BC-Call to Order  Introductions and Review of Previous Minutes	A. Welcome B. Identification of timekeeper and recorder C. Attendance Sheet and Check-In D. Previous meeting minutes.	No discussion.	Attendees Conference Line 888-602-0202 then passcode 914-366-3502, then press #. To MUTE: Press *6 or UNMUTE: Press *6.  Previous minutes accepted.	<input type="checkbox"/> Transformational Leadership <input checked="" 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 checked="" type="checkbox"/> Operations
Tammy Wilson, BSN, RN-BC  Communication	How are you reporting Council activities on your unit/area?	<ul style="list-style-type: none"> <li>5 South stated that they report council activities by e-mail and signs displayed in their staff lounge.</li> <li>5 North commented that they report council activities in their Shared Governance meetings on the unit. 5 North's Shared Governance unit meeting times rotate monthly either 7:30 AM or 7:30 PM, to make the schedule fair to all staff. The time and date of the Shared Governance meeting for 5 North is communicated by email and group text messages. The staff on 5 North are also allowed to call in to the unit's Shared Governance meeting.</li> <li>3 North stated that council activities and meeting invites are reported on their Magnet Board. 3 North's Shared Governance unit meeting times rotate monthly either 8:00 AM or 8:00 PM, to</li> </ul>	Ideas shared amongst members.	<input checked="" type="checkbox"/> Transformational Leadership <input checked="" type="checkbox"/> Structural Empowerment <input checked="" type="checkbox"/> Exemplary Professional Practice <input checked="" 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 checked="" type="checkbox"/> Operations

		<p>make the schedule fair to all staff. 3 North also has a “Buddy System,” where one RN at the Shared Governance meeting is appointed to be responsible in communicating information to day and night staff that were not present at the meeting. 3 North techs are also involved in their unit based Shared Governance Meetings.</p> <ul style="list-style-type: none"> <li>• The Wound Care Clinic communicates and reports council activities by e-mail.</li> <li>• ICU reports Council Activities in their daily briefs, and monthly staff meetings conducted by their Nurse Manager, Carol Daley RN.</li> </ul>			
<p>Carolynn Young, MS, RN-BC, ONC</p> <p>Report from Committees:</p> <p>a. SOC Committee</p> <p>*Phelps Policies</p> <p>*NW Policies</p>	Policies and Protocols	<ul style="list-style-type: none"> <li>• As per Carolynn Young RN, our policies and procedures are not compliant, and need review. Policies and procedures are reviewed every two years. Even if no change has to be made to the Phelps policy, an updated review date has to be documented.</li> <li>• For double identifying patients, we use patient’s name (have patient say and spell out their full name), and date of birth.</li> <li>• <b>*Important reminders for pain reassessment*-</b> <ol style="list-style-type: none"> <li>1. PO pain medications are to be reassessed within 90 minutes.</li> <li>2. IV pain medications are to be reassessed within 45 minutes.</li> <li>3. IVP pain medications are to be reassessed within 5 to 10 minutes.</li> </ol> <p><b>*It is important for RN’s to remember to use critical thinking when reassessing pain medication. For example, IV Tylenol can be reassessed within 30 minutes, instead of waiting the 45 minutes.</b></p> <p><b>-*Non-pharmacological pain interventions to be reassessed within 60 minutes. Examples of non-pharmacological pain interventions are ice-packs, heating pads, elevation, relaxation</b></p> </li> </ul>	<ul style="list-style-type: none"> <li>• Our plan is to have smaller groups look at policies and procedures. For example, 3 North would review the policy and protocol for CBI, 5 South would review policies and protocols for EKG’s and the bundle for code carts, Infection Control and IV Therapy can review the policies and protocols for Central Venous Catheters (CVC’s), scrubbing the hub, and Curoc IV caps (which are rolling out next month).</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Transformational Leadership</li> <li><input checked="" type="checkbox"/> Structural Empowerment</li> <li><input checked="" type="checkbox"/> Exemplary Professional Practice</li> <li><input checked="" type="checkbox"/> New Knowledge, Innovations and Improvements</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> People</li> <li><input checked="" type="checkbox"/> Patient Experience</li> <li><input checked="" type="checkbox"/> Quality</li> <li><input type="checkbox"/> Financial Performance</li> <li><input checked="" type="checkbox"/> Operations</li> </ul>

		<p><b>techniques, distractions, rest, position change, splinting, massage, and aromatherapy.</b></p> <ul style="list-style-type: none"> <li>• Monica Melo RN from 5 South and Kierra Gonzalez from 3 North, feel some RN's need help with Patient Care Plans, and individualizing Patient Care Plans. Nursing Staff from this Committee felt that RN's who are experienced with Patient Care Plans, can set-up one to one time to help other RN's who are struggling with Care Plans, and a hand-out can be made to have steps to make the Patient Care process easier. Amanda Dayton RN from 5 North commented that she had made a poster board and hand-out for 5 North to help RN's with Patient Care Plans, and individualizing Care Plans. Amanda Dayton RN also made Care Plan hand-outs with steps on creating a Patient Care Plan, and examples of a patient scenario, and how a RN would individualize, and make a specific Care Plan for the patient. Amanda Dayton RN stated she would be happy to share the Care Plan Poster and educational hand-outs, for any RN's interested.</li> <li>• Carolynn Young RN commented that we will have a new policy for tracheostomy care and suctioning, and a new swallow screen for dysphagia. We will also have a new hybrid medication cart, created by Pharmacy. Our code cart now has three Anesthesia agents that are stored in baggies, and have a <b>STOP ALERT</b> on bag to indicate the Anesthesia medications are located there. This will be communicated through education sessions and posters.</li> </ul>	<ul style="list-style-type: none"> <li>• On April 15, 2019 emergency notifications &amp; codes are changeing are as follows-</li> </ul> <ol style="list-style-type: none"> <li>1.Code Red-Fire or Smoke Emergency</li> <li>2. Code Blue-Adult Cardiac/Respiratory Arrest</li> <li>3.Code Blue Junior-Pediatric Cardiac/Respiratory Arrest</li> <li>4.Code Hot/Code Blue-Malignant Hyperthermia</li> <li>5.Code Amber-Infant/Child Missing or Abducted</li> <li>6. Code Green Active-Active Shooter/Armed Intruder</li> <li>7. Code Gray-Security STAT</li> <li>8. Code Yellow-Evacuation</li> </ol>	
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Carolynn Young, MS, RN-BC, ONC-  Joint Commission	-“Hot Items” for Joint Commission	<ul style="list-style-type: none"> <li>Carolynn Young RN stated that the “Hot Items” for Joint Commission this year are:               <ol style="list-style-type: none"> <li>Blood Transfusions</li> <li>Code Fusion Policy</li> <li>Restraints</li> <li>Enhanced Supervision and Seclusion</li> <li>POC-Examples are Accu-checks, and Stool for occult blood.</li> <li>Pain Assessment and pain reassessment with pharmacological and non-pharmacological interventions.</li> <li>Fall Risk Patients</li> </ol> </li> </ul>		<input checked="" type="checkbox"/> Transformational Leadership <input checked="" type="checkbox"/> Structural Empowerment <input checked="" type="checkbox"/> Exemplary Professional Practice <input checked="" 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
Kathy Calabro, Data Analyst-  Nursing Website	Nursing Website and Nursing Events	<ul style="list-style-type: none"> <li>Judy Kennedy RN, Doreen Wall RN, and Jenna Harris RN all had their Poster Presentations accepted to the 25<sup>th</sup> Annual Research and EBP Conference: Looking Back and Moving forward on 5/23/19 from 7:30 AM-4:00 PM at Leonard’s Palazzo in Great Neck, N.Y.</li> </ul>	<ul style="list-style-type: none"> <li>Kathy Calabro reminded all committee members, and to remind staff on their units to visit the nursing website for events available to join. Some examples of events are aromatherapy, meditation, transforming care, and the Annual Northwell Stroke Conference.</li> </ul>	<input checked="" type="checkbox"/> Transformational Leadership <input checked="" type="checkbox"/> Structural Empowerment <input checked="" type="checkbox"/> Exemplary Professional Practice <input checked="" 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 checked="" type="checkbox"/> Operations
Judy Dillworth PhD, RN, NEA- BC, CCRN-K, FCCM  Magnet Feedback of Activities	2019 Nursing Leadership Conference	<ul style="list-style-type: none"> <li>Kierra Gonzalez RN from 3 North spoke about the 2019 Nursing Leadership Conference and as a Clinical RN what it was like to be asked by our CNO Mary McDermott RN to attend. Kierra Gonzalez RN stated she felt proud, and did not know what to expect. She stated that Michael Dowling, the President and CEO of Northwell, and Maureen White RN, were very motivational speakers. Kierra Gonzalez RN said</li> </ul>		<input checked="" type="checkbox"/> Transformational Leadership <input checked="" type="checkbox"/> Structural Empowerment <input checked="" type="checkbox"/> Exemplary Professional Practice <input checked="" 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 checked="" type="checkbox"/> Operations

		<p>she felt proud to be a Northwell RN, after the 2019 Nursing Leadership Conference.</p> <ul style="list-style-type: none"> <li>Kathy Calabro also commented that she feels Michael Dowling is a motivational speaker, and during her Northwell Orientation he has new employees write questions for him on index cards, and he answers every single one of them.</li> </ul>			
<p>Tammy Wilson, BSN, RN-BC-</p> <p>Review of Action Items</p>	<p>1. Daisy Award</p> <p>2. National Nurse's Week-May 6, 2019</p> <p>3. The Medical Career and Wellness Day with Phelps Hospital Northwell Health at Briarcliff High School on April 5, 2019.</p>	<p>1. The DAISY Award will be launched on Nurse's Week beginning May 6, 2019. Phelps Hospital was sent the tool kit to begin the DAISY Award. Four DAISY Awards will be given per year.</p> <ul style="list-style-type: none"> <li>We have to assign a DAISY Coordinator and Co-Coordinator for the program.</li> <li>DAISY Candidates are not only technically competent, but must display compassion and caring qualities. We have to identify the criteria for the DAISY Award.</li> <li>The DAISY Award candidates are nominated from the stories, and then DAISY is notified.</li> <li>Nomination pins will be given to DAISY Candidates who were nominated, but did not win the DAISY Award.</li> <li>Cinnamon buns are delivered to the DAISY Award recipient. The smell of cinnamon buns will let people know someone is receiving the DAISY Award.</li> </ul> <p>2. Deb Lafaro from Human Resources will arrange and help organize paint night for Nurse's Week.</p> <ul style="list-style-type: none"> <li>Instead of having EBP presentations for Nurse's Week, we will use the lobby to display EBP posters for staff and family/visitors to see. This will allow staff to have more flexibility to view posters on their free time, instead of attending scheduled presentations.</li> <li>The College Fair will also be held during Nurse's Week.</li> </ul>	<p>-Roxanna McKenna RN from 5 North suggested that we have a Medical Career and Wellness Day at Phelps Hospital Northwell Health, for local high school students to attend. Monica Melo RN also suggested that next year, we have male RN's attend the Medical Career and Wellness Day, due to the interest of male students in becoming RN's.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Transformational Leadership</li> <li><input checked="" type="checkbox"/> Structural Empowerment</li> <li><input checked="" type="checkbox"/> Exemplary Professional Practice</li> <li><input checked="" type="checkbox"/> New Knowledge, Innovations and Improvements</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> People</li> <li><input checked="" type="checkbox"/> Patient Experience</li> <li><input checked="" type="checkbox"/> Quality</li> <li><input type="checkbox"/> Financial Performance</li> <li><input checked="" type="checkbox"/> Operations</li> </ul>

		<ul style="list-style-type: none"> <li>The RN Certification Breakfast will be held during Nurse's Week on May 9, 2019 at 7:30 AM in the Boardroom.</li> </ul> <p>3. Monica Melo RN from 5 South shared her positive experience at the Briarcliff High School Medical Career and Wellness Day with Phelps Hospital Northwell Health. The day allowed students to learn what it's like to be part of the medical health field, and to interact with different parts of the medical field from Nursing, to mental wellness, and pharmaceutical careers. Monica Melo RN also commented that many of the male students were interested in becoming RN's, and were very interactive at her RN booth.</p>			
Tammy Wilson, BSN, RN-BC-Adjournment	Next meeting date, time, and location.	The next Professional Practice and Development Council Meeting will be on Wednesday May 15, 2019 in the Atrium.			