

## **Professional Practice & Development (PPD) Council Charter 2020**

### **Purpose:**

- Facilitate the continuing development of nursing practice in the nursing department and to act as the decentralized decision making body for nurses. The Professional Practice and Development Council (PPD) provides advice to the nurse leadership relative to the practice of nursing and nursing operations.

### **Responsibilities of the council are to:**

- Address the nursing practice needs of all members of the nursing staff.
- Participate in the development of best practice standards of nursing.
- Promote the continuing development of professional nursing practice on the unit.
- Share best practices in order to standardize aspects of clinical care.

### **Decision Making and Recommendations:**

- Consensus building is the principle method for decision-making.

### **Attendance:**

- Council members shall attend all meetings. Members will notify the Council chair prior to the meeting if they cannot attend, an alternate representative may be requested.
- Attendance will be continuously monitored and evaluated. If a member has two or more absences within a calendar year, he/she will be requested to consider resigning or to recommit to active participation.

### **Frequency of Meetings:**

- Meetings are held on the 3<sup>rd</sup> Wednesday of each month from 11 am – 1 pm, in a conference room as pre-determined.

### **Membership:**

- Representation from each nursing specialty, Clinical Nurse Specialists (CNS), and an Education Specialist.
- Clinical nurses chair the council; Magnet Program Director and Nurse Researcher act as advisors.

### **Eligibility:**

- Full or part time RNs who have been employed for at least 6 months.

### **Elections / Terms:**

- Representatives and alternates are elected annually in December by shared governance unit councils for a one-year term serving Jan to Dec.

### **Co-Chairpersons (2):**

- Selected by membership for 1-year tenure.
  - Communicates meeting dates, times and location to members
  - Plans the agendas for all meetings of the Unit Council.
  - Leads the discussion of the council and seek consensus.
  - Calls special meetings of the council, as needed or requested by the Director.
  - Appoints ad hoc committee members as the need arises.
  - Mentors the Co-Chairperson to assume the position of Chairperson.
  - Assists the Chairperson in the performance of duties.
  - Option to renew with overlapping tenure.

**Other members:**

- **Recorder**
  - Prepares and submits minutes to chairperson
  - Maintains attendance
- **Facilitator**
  - Keeps council focused on the agenda and on time
  - Ensures each member has an opportunity to contribute to the discussion
  - Facilitates shared decision-making and achievement of consensus
- **All Members**
  - Attend and contribute to at least 60% (75%) of all meetings, as defined by level in career ladder requirements
  - Participate in discussion
  - Complete assigned tasks
  - Share information with colleagues of the unit
  - Record and type 1 meeting minutes per year

**Term of Office:**

- Elected council members will serve a term of one year with the option of accepting a second year term if re-elected.
- Elected members will assume office on **January 1**. All terms will expire **December 31** of the year elected to office.

**Vacancies:**

- The Chairperson, on advice and consultation of the Co-Chairperson and the Nurse Manager, has the authority to fill vacancies as they occur. The successor will serve until the next scheduled election.

**Reporting Structure:**

- Agenda and meeting minutes will be distributed to all staff for review prior to each meeting.
- Members will be responsible for keeping colleagues informed regarding activities, discussions, decisions, and projects of the Council by reporting to all staff of the unit and eliciting input regarding items under consideration.

**Communications:**

- **Council Members** will be notified of all scheduled meetings via outlook calendar and email.
- **Agendas:** Legible agendas will be sent via email council members 5 to 7 days prior to or at each meeting. Agenda items require the approval of the Chairperson or Co-Chairperson approximately 7 to 10 days prior to the next meeting.
- **Meeting Minutes:** Meeting minutes will be sent via email to members within 7 days of all meetings.
- **Annual Report:** An annual summary of the council work shall be compiled and provided to the council members and the Magnet Program Director by the end of each the year.
- **Amendments:** The council charter can be changed by a 2/3 majority approval of all members.