

Nurse Practitioner Council Charter

Purpose:

Shared Governance is based on the belief that healthcare professionals who work closely with patients are in the best position to make clinical practice and patient care decisions. The Nurse Practitioner (NP) Council serves as a forum for advanced practice nurses at Phelps Hospital to regularly communicate about their practice environment, support systems, and other issues.

Responsibilities of the council are to:

- Collaborate with nursing peers and others to identify topics for discussion
- Recommend programs that support a healthy work environment
- Identify programs or forums for recognizing and celebrating excellence in nursing practice
- Share information with colleagues in other practice settings
- Monitor trends in recruitment, retention and turnover of nurses, review and provide feedback regarding existing recruitment strategies

Decision Making and Recommendations:

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

Attendance:

- Council members shall make the best effort to attend all meetings. Members will notify the Council chair prior to the meeting if they cannot attend. Conference line is available.

Frequency of Meetings:

- Meetings are held on the 2nd Tuesday of each month

Membership:

- Phelps' Nurse Practitioners
- Mary McDermott, MSN, RN, APRN, Sr. Vice-President and CNO
- Jennifer Laffey, DNP, FNP-BC, AVP Advanced Clinical Providers, Northwell Health
- Judy Dillworth, PhD, RN, Magnet Program Director
- Tobe Banc, MD
- Robbins Gottlock, MD, MBA, Medical Director, Northwell Health Physician Partners
- Others, as requested

Eligibility:

- Full or part time NPs who have been employed at Phelps Hospital

Elections / terms:

- Representatives and alternates are elected annually in December by the NP Council.

Chairperson:

- Prepares the agenda
- Leads the discussion of the council and seeks consensus
- Appoints ad hoc committee members as the need arises
- Mentors the Co-Chairperson

Other members:

- **Recorder**
 - Prepares and submits minutes to chairperson
 - Maintains attendance

- **Facilitator**
 - Plans and maintains focus 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
 - Communicates meeting dates, times and location to members
- **All members**
 - Participate in discussion
 - Complete assigned tasks
 - Share information with colleagues of the unit(s) represented

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.

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. While in-person attendance is preferred, a conference line will be available.

Agendas: Suggestions for the agenda should be emailed to the chairperson, no less than 2 weeks prior to the next council meeting.

Meeting Minutes: Meeting minutes will be sent via email to members prior to 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 year.

Amendments: The council charter can be changed by a 2/3 majority approval of all members.

Attendance Sheet

Date: Click here to enter a date.	Time:	Location:		
January 14, 2020	4:30 - 6:00 P	Family Medicine Conference Room		
Coordinated/Facilitated by: Judy D. Worth, RN				
Conducted by: Mary McDermott, RN, Don't Chairperson				
Council/Meeting/Topic:	APRN Council			
Print Full Name	Position/Title Clinical Nurse, ANM, NM, Director, RT, PT, NP, PA, CNO, etc.	Unit	Signature	On/Off Duty
I.e.: Susan Jones				
Holly McNamara	NP	cardiology	[Signature]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
NERISSA PLONDA	NP	CARDIOLOGY	[Signature]	<input type="checkbox"/> Yes <input type="checkbox"/> No
CHANCE MARR	NP	ERTS	[Signature]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rivera	NP	orthopedic	[Signature]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
A. Royston	NP	Senior Health	[Signature]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jillia Blum	NP	Radiology	[Signature]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jane Connolly	NP	Croton	[Signature]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MARY MCDERMOTT	SR VP PCS + CNO	Admin	[Signature]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Robbins Gottlieb	VP & Assoc. med Dir	Admin	[Signature]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DOERFLINGER WALSH	NP	OB/GYN	[Signature]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Monica J. Moten	NP	Hospital	[Signature]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Judy D. Worth	Director	Nurs. Admin	[Signature]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Gita	called in			<input type="checkbox"/> Yes <input type="checkbox"/> No
Jean Castley	called in			<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Council/Meeting Agenda

Council / Meeting Name	Nurse Practitioner Council Meeting		
Location	Family Medicine Conference Room		
Date	1/14/2020		
Time	4:30p-6p		
Conducted By	Mary McDermott, MSN, RN, APRN, NEA-BC, and Dorit Lubeck Walsh		
Topic	Time Allotted	Facilitator	
Welcome Introductions Review of Minutes/discussion	15 min	All	
Review of Charter	15 min	All	
Case Presentation	15 min	Chandroite Persaud, NP, RN	
Nursing Webpage	10 min	Judy Dillworth, Kathy Calabro	
Open Discussion	30 min	All	
Follow-up items: System-wide conferences Northwell Council meeting Educational needs assessment follow-up Peer feedback tool			
Next meeting		Tuesday, February 11, 2020 4:30 pm- 6pm	