


Meeting Name	Professional Practice and Development		Council/Meeting Minutes		
Location	Boardroom				
Date	January 15, 2020				
Time	11-1pm				
Conducted By	Candice Johnson, BSN, RN-BC & Carolynn Young, MS, RN-BC, ONC				
Topic/ Facilitator	Discussion	Staff Input & Feedback	Action	Magnet Components	Strategic Plan Indicator
Meeting began at 11:07am Minutes Seminar/Judy Dilworth, PhD	Record Keeper: Tahler Cambriello, RN Expectation: to learn how to take minutes, Northwell Seminar for Chairs and Co-chairs to learn more about running a meeting	Staff signed in We could use more guidance when it comes to taking minutes and running a meeting.	Conference line activated during previous meeting Send a group of chairs and co-chairs to these seminars	<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
Review previous meeting minutes/ Carolynn Young Review Charter/ Candice Johnson	Edits to November and December minutes made Meeting attendance, Chair & Co-chair 1-year tenure	Members did not report and changes to be made Tern of 1 year is the guideline. Due to succession planning and coaching, it may take	Approved. Edit: Percentage of meeting attendance 60% for Level I, II, and III. Level IV requires 75% as reflected by the Career Ladder. Accepted.	<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



		longer. Members accepted.			
BSN, Certification Monitoring/ Candice Johnson Phelps hosted Nursing Conference/ Donisha Sledge, ED, AOM	PPD Council goal: to promote Professional Development. We would like to start tracking career ladder advancements by unit and conference attendance. Proposed nursing conference here at Phelps.	Members have some questions on funding travel and being paid to attend conferences and council meetings. It's hard for Phelps nurses to travel to Long Island to attend conferences, more nurses would attend if we hosted a conference.	Each unit to establish goals for 2020 for BSN, certification, and career ladder advancements. Members encouraged to speak with managers about being paid as a 13 th shift for conferences. Form an agenda, speakers, food, CEUs, time and location, invite Northern Westchester nurses	<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



<p>Stroke and Diffuser Champions/ Donisha Sledge and Nicki Rembicz, BSN, RN</p> <p>Distribution of conference takeaways/ Celeste Duncalf, BSN, RN, CCRN</p>	<p>Stroke champions to be called upon in a code stroke or as a resource with a patient s/p stroke. Behavioral Health Champions/Diffusers can be called upon as a resource before escalating to a code white.</p> <p>Sharing conference takeaways at staff and shared governance meetings</p>	<p>ED nurses interested in Stroke champions. Psych nurses interested in Diffuser champions.</p> <p>Nurses have used videos, handouts, powerpoints, posters to distribute this information</p>	<p>Form these champion curriculums</p> <p>Phelps nursing conference can be a platform to present info gained from other conferences</p>	<p><input type="checkbox"/> Transformational Leadership</p> <p><input type="checkbox"/> Structural Empowerment</p> <p><input type="checkbox"/> Exemplary Professional Practice</p> <p><input type="checkbox"/> New Knowledge, Innovations and Improvements</p>	<p><input type="checkbox"/> People</p> <p><input type="checkbox"/> Patient Experience</p> <p><input type="checkbox"/> Quality</p> <p><input type="checkbox"/> Financial Performance</p> <p><input type="checkbox"/> Operations</p>
<p>Posters for Nurses Week/ Doreen Gallagher, MS, RN-BC</p> <p>Nursing website/ Kai Yammamoto, BSN, RN, CNOR</p>	<p>Posters needed for display during nurse's week. Possible periods with representative available for questions at poster</p> <p>Disseminating conference information via nursing website</p>	<p>Videos, Posters, an app that allows you to record a presentation with an explanation uploaded to nursing website for all to view</p>	<p>Posters to be provided</p> <p>“Panopto” app suggested to members for use.</p>	<p><input type="checkbox"/> Transformational Leadership</p> <p><input type="checkbox"/> Structural Empowerment</p> <p><input type="checkbox"/> Exemplary Professional Practice</p> <p><input type="checkbox"/> New Knowledge, Innovations and Improvements</p>	<p><input type="checkbox"/> People</p> <p><input type="checkbox"/> Patient Experience</p> <p><input type="checkbox"/> Quality</p> <p><input type="checkbox"/> Financial Performance</p> <p><input type="checkbox"/> Operations</p>



<p>Year of the Nurse 2020/ Tahler Cambriello</p> <p>Year of the Nurse Activities/ Candice Johnson</p>	<p>Conference could have a Professional Practice and Development title with Sub-heading: The Year of the Nurse</p> <p>Year of the Nurse campaign activities: Add the Facebook profile pic frame and tell the Facebook business page how you plan to celebrate the #YON2020. You could win a \$50 gift card to Amazon https://pages.nursingworld.org/yearofthenurse</p>	<p>Possibly September 14-18, 2020 during NPD Week, annually</p> <p>Members may participate that use social media</p>	<p>Begin to plan, invite Kathy Pappas to next meeting to help plan and gain CEUs</p> <p>We will celebrate with our conference and share on Facebook.</p>	<p><input type="checkbox"/> Transformational Leadership</p> <p><input type="checkbox"/> Structural Empowerment</p> <p><input type="checkbox"/> Exemplary Professional Practice</p> <p><input type="checkbox"/> New Knowledge, Innovations and Improvements</p>	<p><input type="checkbox"/> People</p> <p><input type="checkbox"/> Patient Experience</p> <p><input type="checkbox"/> Quality</p> <p><input type="checkbox"/> Financial Performance</p> <p><input type="checkbox"/> Operations</p>
<p>Certification Day/ Doreen Gallagher</p> <p>Peer feedback tool/ Judy Dilworth</p>	<p>March 19, 2020- There will be a table with information on many different certifications.</p> <p>Peer feedback tool developed by this council. Have members heard feedback on the tool?</p>	<p>Volunteers needed from PPD, List of certifications located on nursing website</p> <p>No feedback yet</p>	<p>Volunteers to sit at Certification table</p> <p>Continue to use Peer feedback tool</p>	<p><input type="checkbox"/> Transformational Leadership</p> <p><input type="checkbox"/> Structural Empowerment</p> <p><input type="checkbox"/> Exemplary Professional Practice</p> <p><input type="checkbox"/> New Knowledge, Innovations and Improvements</p>	<p><input type="checkbox"/> People</p> <p><input type="checkbox"/> Patient Experience</p> <p><input type="checkbox"/> Quality</p> <p><input type="checkbox"/> Financial Performance</p> <p><input type="checkbox"/> Operations</p>



Shared Governance Meetings/ Celeste Duncalf	Shared Governance day as 13 th shift	This was Mary McDermott's intention	Speak with Nurse manager about 13 th shift.	<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
Succession Planning/ Candice Johnson	Plan who will succeed you on unit councils and hospital wide councils	Tahler Cambiello and Jade Santiago now chair and co-chair of 5 North shared governance	Coach and mentor new members and new leaders		
"Walk in my shoes"/ Donisha Sledge	Shadowing program to begin with ED and 5 south nurses	Everyone is interested. Tahler Cambriello also suggested this be incorporated into New Grad Residency to shadow all unit nurses instead of just 5N and 2N.	Kathy Pappas went to Helen Renck and passed the proposition of the program.	<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
SANE Program/ Donisha Sledge	We are diverting Sexual assault victims elsewhere. We need to rise to the standards and keep and treat victims here. Revenue is lost.	2 SANE at Phelps currently but unable to practice due to the absence of a room that meets the examination requirements.	Gather requirements and construct and dedicate this room to victims of sexual assault. As we are LGBTQIA friendly and now screening for Human trafficking.	<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
CNS Directory/ Carolynn Young	Forming a directory to be able to call for a consult on a patient that may not be in the RN's area of specialty.	Candice Johnson suggested with pictures of the individuals.	Improve patient care by calling a consult with the CNS of that specialty		



<p>Wound Clinic/ Lilly Mei,, BSN, RN</p> <p>Nursing Grand Rounds/ Tahler Cambriello and Donisha Sledge</p> <p>Anatomy of a Lawsuit/ Kai Yammamoto</p>	<p>Wound clinic is a great place to work</p> <p>Grand rounds lead by RNs</p> <p>Presentation on how to document defensively</p>	<p>Could mirror Schwartz rounds</p> <p>Members agreed</p>	<p>Invitation made for nurses to visit</p> <p>Plan location, time and topics for grand rounds</p> <p>Presentation in grand rounds, nursing conference, and on website.</p>	<p><input type="checkbox"/> Transformational Leadership</p> <p><input type="checkbox"/> Structural Empowerment</p> <p><input type="checkbox"/> Exemplary Professional Practice</p> <p><input type="checkbox"/> New Knowledge, Innovations and Improvements</p>	<p><input type="checkbox"/> People</p> <p><input type="checkbox"/> Patient Experience</p> <p><input type="checkbox"/> Quality</p> <p><input type="checkbox"/> Financial Performance</p> <p><input type="checkbox"/> Operations</p>
<p>Health Work Environment/ Judy Dilworth</p> <p>Webinars/ Doreen Gallagher</p>	<p>Handout from professional organization on Healthy work environment</p> <p>How to run a meeting</p> <p>We can get some nurses to attend if we have webinars available</p>	<p>Better staffing leads to retention and less burnout. Increased Nurse satisfaction</p> <p>Only available in person as of now, energy in person is powerful. Especially at our PPD council.</p>	<p>Educational sessions on Long Island for chairs and co-chairs of councils, anyone interested can attend. Next session 2/25/2020, location TBD</p> <p>5 RNs can attend and have transportation provided.</p>	<p><input type="checkbox"/> Transformational Leadership</p> <p><input type="checkbox"/> Structural Empowerment</p> <p><input type="checkbox"/> Exemplary Professional Practice</p> <p><input type="checkbox"/> New Knowledge, Innovations and Improvements</p>	<p>People</p> <p><input type="checkbox"/> Patient Experience</p> <p><input type="checkbox"/> Quality</p> <p><input type="checkbox"/> Financial Performance</p> <p><input type="checkbox"/> Operations</p>

Respectfully Submitted,

Manager Signature

Director Signature



Date _____

Date _____