


8Meeting Name	Professional Practice and Development		Council/Meeting Minutes		
Location	Microsoft Teams virtual meeting				
Date	May 20, 2020				
Time	11-1pm				
Conducted By	Candice Johnson, BSN, RN-BC				
Facilitated By:	Judy Dilworth, PhD, RN, NEA-BC, CCRN-K				
Topic/ Facilitator	Discussion	Staff Input & Feedback	Action	Magnet Components	Strategic Plan Indicator
Welcome to our virtual meeting! - Candice Johnson	Welcome, Introductions from members, Attendance, Recorder and timekeeper identified: Candice Johnson. No review of previous minutes currently, Judy to complete April minutes.		Begin meeting with May Agenda items	<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



Attendance – Candice Johnson	In order to advance or maintain a level on the career ladder, members must attend 60% of meetings for their chosen committee or council. We did not have a meeting in March due to Covid-19 and April's meeting was an optional reflection meeting. These meetings will not count against any member.	RNs agree that these meetings do not count towards overall percentage.	This meeting and those to come are included in the overall attendance requirement. Virtual meeting attendance sheet created.	<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
Career Ladder Workshops - Candice Johnson	Will there be virtual career ladder workshops since in person meetings were cancelled in March, April, and this portion of May?	Karen Barger BSN, RN, CCRN: I'm not aware of any virtual classes Neethu Gopinadh, MSN, RN, OCN, VA-BC: Workshops will resume this Friday 5/22/2020 beginning with the EBP workshop. Those that were cancelled will be rescheduled and be socially distanced.	Members will inform units that workshop classes are resuming.	<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



Performance Evaluations - Anyely Guzman-Cancu, BSN, RN	Was the deadline for Performance Evaluations extended?	Judy Dilworth, PhD, RN, NEA-BC, CCRN-K: Yes, it was extended to the end of May and possibly further. Date unknown.	Due date of Performance Evaluations to be confirmed and distributed to members.	<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
Magnet site visit – Judy Dilworth PhD, RN, NEA-BC, CCRN-K	The upcoming Magnet visit may be virtual or in person. We want every RN to be able to speak to their unit's projects and Magnet components. If it is a virtual visit, think of it as a play. We come up with “main events” while we change the background display materials. Each unit needs a magnet board.	<p>Kathy Calabro, BS: A great way to think of it is, “what are you proud of?”</p> <p>Lilly (SuhLiah) Mei, BSN, RN: One obstacle we must overcome is the infection control guideline concerning hanging papers in the hallways that can't be cleaned. I received an email from Infection Control concerning this.</p> <p>Kai Yammamoto, MSN, RN, CNOR : We could get plexi-board to place over the Magnet boards. It's not too expensive depending on the size and thickness selected.</p>	Magnet boards exist on some units, other units will ask staff who would like to help with creating these virtual boards. Kathy Calabro is an excellent resource.	<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



		Candice Johnson, BSN, RN-BC: We can create virtual boards. Our units are relocated temporarily due to COVID-19, so we need to be portable.			
Magnet Champions – Doreen Gallagher MS, RN-BC	We can have Magnet Champions to facilitate Magnet Mondays like we did on my units. On Magnet Mondays, a question pertaining to Magnet would be asked and if answered correctly the person would receive a candy reward. We also ascertained the help of non-nursing staff.	<p>Kathy Calabro, BS: If I was on the receiving end of this job proposition, I'd want to know the job description. I found a sample job description.</p> <p>Candice Johnson, BSN, RN-BC: We can call the group of nurses who push this initiative: Magnet Motivators! And those non-nurses can be Magnet Champions as Doreen had previously implemented.</p> <p>Dan Ames, BSN, RN, Anyely Guzman-Cancu, BSN, RN, and Neethu Gopinadh, MSN, RN, OCN, VA-BC agreed the</p>	Magnet Champion job description sample to be sent out to group and next meeting we will customize according to our hospital and career ladder needs.	<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



		idea of Magnet Mondays is great.			
Magnet Engagement - Judy Dilworth PhD, RN, NEA-BC, CCRN-K	We want to get everyone involved in Magnet preparation. This visit will be a confirmation of our Magnet document. An idea to create a HealthStream I proposed was not received well at a Magnet Program meeting I attended, so I thought to create booklets like how we prepared for JCO.	Karen Barger BSN, RN, CCRN: I love the idea, other RNs would appreciate the tool also.  Candice Johnson, BSN, RN-BC: Booklets should be customized per unit.	Booklets will be created; a streamline design may be more feasible for distribution. Judy to follow up on this project after revealing the document to Directors at a meeting later this month. Please invite Judy to unit based shared governance council meetings.	<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
E-portfolios – Kai Yamamoto, MSN, RN, CNOR	An easy way to keep up with portfolios is an e-portfolio. Easy to update and portable. It will also assist the Credentialing Committee to review with ease.	Kai Yamamoto provided an example via google (his personal portfolio)	Kai Yamamoto to investigate Microsoft to see if we have the capability of creating e-portfolios for everyone.	<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



Meeting adjourned at 12:50pm			Next Meeting June 17, 2020	<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
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**Respectfully Submitted,**

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**Manager Signature**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Director Signature**

**Date** \_\_\_\_\_