

| Meeting Name | Professional Practice & development | | Council/Meeting Minutes | Please check off all components and indicators that relate to each topic being discussed. | |
|---|--|---|--|---|---|
| Location | Boardroom and Microsoft Teams | | | | |
| Date | 10/21/2020 | | | | |
| Time | 11am-1pm | | | | |
| Conducted By | Carolynn Young, MS, RN-BC, ONC Recorder: Neethu Gopinadh, MSN, RN, OCN, VA-BC | | | | |
| Topic/ Facilitator | Discussion | Staff Input & Feedback | Action | Magnet Components | Strategic Plan Indicator |
| Carolynn Young | <ul style="list-style-type: none"> Attendance call Meeting minutes Introduced new members | <ul style="list-style-type: none"> No objections to minutes. Welcome, Marina Scott! | <ul style="list-style-type: none"> September minutes waiting for approval pending final edits | <input checked="" type="checkbox"/> Transformational Leadership <input type="checkbox"/> Structural Empowerment <input checked="" 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 |
| Judy Dillworth Kathy Calabro | <ul style="list-style-type: none"> Magnet Survey Review Team members discussed what went well, barriers encountered, suggestions on how to improve, suggestions included proper staffing on the days of site visit to pull clinical nurses off the unit Judy congratulated the Phelps team on the great work they have done to achieve the Magnet designation, and to receive 8 exemplars Judy reported that there was 45% participation from the clinical nurses during the virtual site visit | | <ul style="list-style-type: none"> Congratulations! | <input checked="" type="checkbox"/> Transformational Leadership <input 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 type="checkbox"/> Operations |

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| | <ul style="list-style-type: none"> Judy thanked the magnet program directors who supported us during the mock survey Carolynn read the letter written by one of the directors thanking the Phelps team on their hard work Kathy Calabro played the video of the Magnet celebration attended by Michael Dowling, video and pictures are posted on the Nursing Website Our magnet designation period is from October 1st 2020 to October 1st 2024 | | | | |
| Carolynn Young | <ul style="list-style-type: none"> Professional Practice Updates Clinical nurses are working on their portfolios, ePortfolio is in working progress-goal for 2021 Standards of Care Committee meets every month to update & align with the Northwell System policies An interdisciplinary morning brief & standardized brief template was implemented in the Infusion Center by Neethu Gopinadh in August, 2020 to improve collaboration between disciplines such as pharmacy and office practice and to improve patient safety by discussing good catches/near misses/ medication errors at the daily morning brief. Erin Brady, RN (ED) suggested building relationships with pharmacy and to improve collaboration with pharmacy with the goal of improving care and safety. | | <ul style="list-style-type: none"> Carolynn distributed handouts on the new policies to the members to supplement education Updated laminated cards for the glucometer cart was distributed to all the units ED staff to collaborate with Brian Mcgrinder Timing of peer feedback tool to be decided Quality control to be done when opening new strip vials “Cleaned meter” comment for the cleaning of the glucometer moved up as the first option in the comment section At Phelps, only RNs are credentialed to do Accu-Chek on the critical care units | <input checked="" type="checkbox"/> Transformational Leadership <input type="checkbox"/> Structural Empowerment <input checked="" type="checkbox"/> Exemplary Professional Practice <input 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 |

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| | <ul style="list-style-type: none"> • Four clinical nurses were approved for advancement in the clinical ladder in September • Microsoft Teams to be utilized to encourage participation and to meet the attendance requirements for the clinical ladder • Discussed about the timing to offer the peer-feedback tool prior to the performance evaluation • With the implementation of Polaris, Judy asked the council members' opinion whether to complete the peer-feedback in paper format • Kai suggested that it is better if offered in advance prior to performance evaluation • Carolynn reported updates on the new polices that went live on 10/20/20, | | | | |
| Candice Huggins | <ul style="list-style-type: none"> • Candice talked about the mindfulness study, need 10 more participants before October 31st to continue with the study | | <ul style="list-style-type: none"> • Email will be send out to the committee members by Candice | <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 type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input checked="" type="checkbox"/> Operations |
| Next meeting | <p>Wednesday, November 18th, 2020 1100-1300</p> <p>Recorder: Lillian Mei (WHI)</p> | | | | |

Respectfully Submitted,

Neethu Gopinadh, RN

10/21/20