

Meeting Name	Professional Practice & Development Council [PPD]		Council / Meeting Minutes	Please check off all components and indicators that relate to each topic being discussed.	
Location	BOARDROOM				
Date	11/18/2020				
Time	1100-1300				
Conducted By	Candice Johnson BSN, RN-BC				
Facilitated By	Carolynn Young MS, RN-BC, ONC Judy Dillworth PHD, RN, NEA-BC, CCRN-K, FCCM				
Topic/ Facilitator	Discussion	Staff Input & Feedback	Action	Magnet Components	Strategic Plan Indicator
1. Call to Order Candice Johnson	Attendance call Meeting minutes	No objections to minutes. Lilly Mei, BSN, RN (WHI) – Recorder for this meeting.	Approved. As written. Please review for suggestions or corrections.		
2. Succession Planning: 2021 Chairperson Candice Johnson Judy Dillworth	New PPD Council chairperson is needed for 2021.	Judy – We are still looking for new chair for 2021. If you are interested, please volunteer.	Email Judy Dillworth.	<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
3. Age Friendly Initiative Cherry Fuentes	Update on age friendly initiative progress – use 4M Framework. What Matters to the older adult? [> 65 yrs] <ul style="list-style-type: none">What <i>Matters</i> during this Hospitalization?<i>Medication</i><i>Mentation</i><i>Mobility</i>	Cherry Fuentes MSN RN presented the 4M Initiative and Outcomes: <ul style="list-style-type: none">PICO method for outcomes evaluationCan we capture these in current documentation or will we need new/updated documentation?	Refer to handout.	<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 checked="" type="checkbox"/> Patient Experience <input checked="" type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations

		<ul style="list-style-type: none"> • Discussed current documentation in admission & nursing assessment. • Plan 4M documentation to be a stand-alone tool and later use tool in the shift report of IPASSTHEBATON and with providers/health team during Multidisciplinary Rounds. • Carolyn Young, MS, RN reported on Redesign Team project (from CIC) that works on reducing and eliminating duplicate documentation in the <i>Inpatient</i> Admission History & DataBase. • Doreen Wall– spoke about TELE visit for Psych consult have increased since Covid. She also suggests that if we can change “What matters most” target age group beyond ages 65 and consider that it would be helpful for any age group. 	<p>Carolyn Young suggest to Marina Scott and Lilly Mei who work on an <i>Outpatient</i> unit, to print out their nursing assessments and identify if any documentation is repetitive and may be removed.</p>		
4. Career Ladder / Portfolios Update Kathy Calabro Carolyn Young		<ul style="list-style-type: none"> • Kathy Calabro, BS – In October, 4 RN’s moved up on the career ladder. • Carolynn Young – 2020 Annual Portfolios are due 12/31/2020. Managers will begin Performance Evaluations in January 2021. 	<p>Judy Dillwoth – Encourage each unit UBC committee to discuss next year Magnet Unit Goal and to increase BSN and Certification rates.</p>	<input checked="" type="checkbox"/> Transformational Leadership <input checked="" 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 checked="" type="checkbox"/> Patient Experience <input checked="" type="checkbox"/> Quality <input type="checkbox"/> Financial Performance <input type="checkbox"/> Operations

		<ul style="list-style-type: none"> • Nursing Portfolio package is on the Nursing website → PPD section. • The same portfolio template is used for Maintenance as well as Advancement. 	Refer to instructions and table of index.		
5. Health Work Environment Judy Dillworth	<p>AACN – Six essential standards provide evidence-based guidelines for workplace success and helps produce effective and sustainable outcomes for both patients and nurses.</p> <p>Carolynn Young- asked members “What does a <i>Healthy Work Environment</i> look like?”</p>	<p>Judy Dillworth – Two standards have been added by Northwell: Embracing Diversity & Inclusion & Workplace, Health, Safety and Well-Being.</p> <p>Marina Scott and Candice Johnson Discussed <i>need for adequate staffing to do the job</i>. Members referenced previous meeting-“discussion boards” on “What does adequate staffing look like?”</p> <p>Cathy Calabro- We should use evidence based practice to look into the patient acuity.</p> <p>Erin Brady, RN (ED) – ER use acuity level tool to assess patient.</p> <p>What avenues do clinical nurses have to communicate these challenges to Leadership?</p> <ul style="list-style-type: none"> • Engagement survey • CNO Advisory Council • Unit based council 	<p>Refer to handout.</p> <p>“Acuity Staffing Models” discussed for inpatient nursing areas.</p>	<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 checked="" type="checkbox"/> Patient Experience <input checked="" type="checkbox"/> Quality <input checked="" type="checkbox"/> Financial Performance <input checked="" type="checkbox"/> Operations
Adjournment	Meeting was adjourned at 1245.				
Next meeting	The next PPD Council will meet on December 16 th from 1100-130 in the Boardroom.		Refer to TEAMs information, TBA		

Respectfully Submitted,

Recorder/Credential: Lillian Mei BSN, RN **Date:** December 4, 2020

Co-Chair Signature
Date _____

Director Signature
Date _____

Hello everyone,
Please mark your calendars for the next shared governance council meeting day.
The in-person meetings will be held in the _____
For those unable to attend in-person, we look forward to seeing you, using Microsoft Teams.
Please click on the link at the end of this message (we would like to use this platform instead of "conference calling").

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We look forward to seeing you again.
The agenda will be coming out soon.
Thanks,
Judy