



## Council/Meeting Agenda

<b>Council / Meeting Name</b>	XX Collaborative Care Unit Council			Please check off all components and indicators that relate to each topic being discussed.
<b>Location</b>				
<b>Date</b>	<a href="#">Click here to enter a date.</a>			
<b>Time</b>				
<b>Conducted By</b>				
<b>Attended By</b>	See attendance			
Topic	Time Allotted	Facilitator	Magnet Components	
Welcome new members Review/approve minutes, identify recorder	2 min	All		
Outcome measures and action plan 1) Nurse-Sensitive Indicators (NDNQI e.g. CAUTI, CLABSI, HAPI, Falls, Other) 2) Patient Satisfaction (Press Ganey question e.g. quiet) Process measures (e.g. compliance)	10 min	Quality and Safety council member	Exemplary Professional Practice Empirical Outcomes	
RN Satisfaction Recognition of “good catches”, certified/promoted RNs Unit hires/transfers/turnover data	10 min	Recruitment Retention and Recognition Council member	Structural Empowerment	
BSN/Certification update Standards of Practice update Competencies	10 min	Professional Practice and Development Council member	Structural Empowerment	
Council/Meeting updates: (e.g. Falls Committee, Medication Safety Committee, Patient Education Committee)	10 min	Respective Collaborative Care Council members	Structural Empowerment	
Professional Organization update EBP/Research project update Dissemination of information New products/technology	10 min	New Knowledge and Innovation Council member Value Analysis Committee member	New Knowledge, Innovations and Improvements	
Mentoring/Succession Planning activities Open Discussion/ Next Steps: Agenda items where advocacy is needed (e.g. Nurse manager, Director, CNO)	10 min	CNO Advisory Council member	Transformational Leadership	



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Open discussion	45 min		<input checked="" type="checkbox"/>