

Meeting Name	Professional Practice and Development		Council/Meeting Minutes	Please check off all components and indicators that relate to each topic being discussed.	
Location	Microsoft Teams				
Date	12/16/2020				
Time	11am to 1 pm				
Conducted By	Candice Johnson, BSN, MEDSURG-BC, RN, 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
Meeting began at 11:20	Delay in initiating meeting due to 2 different Microsoft teams meetings in progress.	Erin Brady, BSN, RN, CEN conveyed that we all struggle with using Microsoft Teams and we could benefit from taking turns becoming more familiar. She expressed it would be a great idea to take turns sending out the Microsoft teams link	Members agreed. Judy expressed there would be 1 teams link for all meetings that occur every 3 <sup>rd</sup> Wednesday in 2021	<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
Celebration: Kai Yamamoto, MSN, RN, CNOR	Kai is transitioning to Nursing Informatics as he has completed his Masters.  Doreen Gallagher, DNP, RN, PMH-BC is mentoring Rebecca O’brien	Members gave congratulations.  Members gave congratulations.	Kai will continue to support the council and the OR. Award for certification to be awarded and mentioned in nursing news and the notebook.	<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

Annual Report: Kathy Calabro, Data Analyst	Reviewed accomplishments of 2020.	See attachment.	Judy mentioned creating a larger annual report of all accomplishments of Phelps nurses including committees starting with CNO and her vision.	<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
Celebration: Northwell Choir	Video from Thanksgiving with Northwell choir (attempted to view, no sound). 3 nurses from Phelps participated.	Members celebrated.	Video publicly shared.	<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
Team Lavender: Candice Johnson	Team Lavender is available to support hospital staff during the pandemic and beyond.	Members were reminded of resources.	Be on the lookout for a table periodically in the cafeteria with info.	<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

Healthy Work Environment: Judy Dillworth	Healthy Work Environment was put on hold during the peak of the Covid pandemic. We can expand upon now. First topic to work on is staffing.	Members agree staffing is a large part of a healthy work environment at Phelps.	PPD Council to work together on an evidenced based project to triage patients and a staffing model to accommodate safe staffing levels. We need to review perceptions of staffing to reach a common understanding.	<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
RN Strategy Project: Erin Brady	<p>Erin Brady mentioned a multidisciplinary initiative she was a member of and gave background regarding discussion at a Northwell Leadership retreat with Mary on Long Island.</p> <p>Through an initial analysis of data from our surveys and customer councils last year, our HR Leadership identified the following recommended focus areas for the project to expand upon, in a work group format:</p> <ol style="list-style-type: none"> <li>1. Work Environment: Driving a safe, empowering, and satisfying work environment</li> <li>2. Total Rewards and Wellbeing: Developing differentiated benefits &amp; compensation strategies</li> <li>3. Workforce Planning &amp; Staffing: Aligning our workforce to the needs of the organization</li> <li>4. Career Experience: Evolving career planning &amp; development</li> </ol>	Members intrigued with this project and excited to use info and resources to work on promotion of a healthy work environment.	Erin Brady will share progress, PPD council will participate and collaborate with this multidisciplinary strategy group. Judy Dillworth will meet with Mary McDermott, MSN, RN, NEA-BC 1:1 about the RN strategy project. Judy also meeting with Nancy Fox & Theresa Rocco from HR	<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

Golden Ticket: Judy Dillworth	Opportunity for nurses at Phelps to recruit and market job opportunities at our organization. The goal is to have nurses from different specialties.	Members feel it's possible to get some videos submitted.	Members to do a quick blast to unit staff to hopefully meet Friday deadline	<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
Meditech EHR: Carolynn Young	Carolynn leads a group of clinical nurses to reduce redundant documentation. She will meet with Bill Reifer this afternoon (Redesign Meditech Workgroup) Carolynn will also meet with Mary to see if we should do a big change like this during the Covid resurgence.	Members are excited to hear this is being worked on. Members agree the documentation system is difficult to work with and with several redundancies.	Carolynn and clinical nurses to continue to work to improve the system and reduce redundancies.	<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 concluded at 1pm	Minutes completed by Candice Johnson			<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** \_\_\_\_\_