

Meeting Name	CNO Advisory Council		Council/Meeting Minutes	Please check off all components and indicators that relate to each topic being discussed.	
Location	Atrium/Microsoft Teams				
Date	10/20/2021				
Time	3:00-5:00				
Conducted By	Mary McDermott, MSN, RN, APRN, NEA-BC				
Topic/ Facilitator	Discussion	Staff Input & Feedback	Action	Magnet Components	Strategic Plan Indicator
Introductions	Meeting began by welcoming members  Happy One Year Magnet® Designation. Next document due October 1, 2024.		If anyone would like to be a part of Magnet® meetings or contribute to the writing of documents, we would love to have you. We can provide training for how to write a Magnet® story.	<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
Review of the September Meeting Minutes	Minutes Approved. While reviewing the meeting minutes Mary elaborated on the following topics below			<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
Construction and noise	Mary stated that noise continues to be related to the PET CT project, facing on hospital and roof work.	Kathy Calabro, data analyst, stated at Quality & Safety that Phyllis reiterated our need to mitigate the patients unhappiness with the noise by offering ear plugs,... We should not chime in with our own complaints.		<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

2 Center and challenging patient	Mary and Helen Renck, MSN, RN, CJCP, JCC, VP/Patient Safety Officer complimented Michael Palazzo, BSN, RN, clinical nurse, 2 Center for how the staff have gone above and beyond for caring for challenging patient. The nurses were concerned for patient's safety and had room padded, made larger (by removing additional beds) and even order appropriate toys. They also were aware of the patient's non-verbal pain cues due to dental challenges and arranged for dental work to be completed.	Mary thought this may be a great story highlighting the continuum of care in our next Magnet® document.	Mike to share the kudos with 2 Center and also ask for the evidence to be collected from the HER for potential Magnet® story	<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
ANCC Magnet® Conference	Magnet conference is still in-person and held November 11-14 in Atlanta. Mary, Judy and 8 other nurses are going. A survey was distributed and based on survey responses, 8 nurses were selected. New manual will be shared. Mary and Judy will get to meet the colleagues from UK that they have partnered with in the Magnet for Europe (M4E) program.			<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
<b>Federal</b> mandate for every Health Care Worker to get COVID vaccine by 9/27.	In Northwell, 1400 employees did not get vaccinated and are no longer employed. If someone does change their mind and get vaccinated, they have 30 days to come back and will be re-hired in same position.  Phelps had to term 25 employees. This is an exceptional difficult situation due to all the open positions.	Helen shared that at present the booster is optional.  Erica Cicale, BSN, RN, Outpatient Behavioral Health- Continuing Day Treatment (CDT), shared her concern with her open positions.	On October 21, Mary and Nancy Fox, MS, RN, NEA-BC, NPD-BC, CNML, Director, Clinical & Professional Development are participating in a Recruiting Campaign. Mary, Nancy, and 2 Nurses will be holding a 2 hour zoom meeting to spark recruitment. HR will also be joining.  There is a referral bonus - if you know someone who can fill open positions.	<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

Preparing for Joint Commission	Helen shared we submitted our required document to Joint Commission at the end of September. We are currently working on a Joint Commission booklet and tracer tool.	Kathy posted the Final Phelps Mock Survey Report on nursing website	Helen asked that everyone practice Hand Hygiene in order to prevent infections.	<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
Budget	Operating budget completed and Eileen Egan, JD, BSN, RN, Executive Director, is currently presenting the budget at Northern Westchester Hospital.  Capital budge up next.		If you need items/equipment that cost over 500\$, let your manager know so they can add to the capital budget.	<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
New Topics:					
Nursing Website - how to access presented by Kathy Calabro	The Phelps Intranet page now links to the Norwell Intranet page so the quick link to the nursing website is not there. From the Northwell Site click on: 1. Hospitals 2. Phelps 3. Resources 4. Nursing Website		.Please share with your unit.... you can always save as a favorite and have one click to the nursing website	<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
2021 NDNQI RN Survey Summary presented by Kathy Calabro	Kathy shared that our overall response rate was 61%, just slightly below the NDNQI Avg. Response rate of 63% Kathy shared that even though the response rate is lower than in the past we still have a majority of the RNs. Kathy also acknowledged that this was a difficult time to survey based	...	Pizza party for units that reach 100% compliance to be scheduled.  Nov 15 RN Survey results back from NDNQI and Kathy will complete analysis.  Will need the RNs to participate in brainstorming action plans for opportunities they identify as	<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

	on the mandate for vaccination and losing employees.		important.to improving their practice environment.		
Creation of Clinical Staffing Committee	In June 2021, Gov. Cuomo signed legislation establishing mandatory staffing committees for NY hospitals. Mary is still reading up on it and working on a plan. A committee will be formed with equal number of leadership as clinical staff. The Leadership will be: Mary, Richard Mellor, James McCullagh, Eileen Egan, and 3 other leaders. The committee will meet quarterly and review staffing matrix and plan for both RNs and PCAs. Charter with terms will be created	Kathy found the following link for more details: <a href="https://www.littler.com/publication-press/publication/new-york-governor-signs-legislation-establishing-mandatory-staffing">https://www.littler.com/publication-press/publication/new-york-governor-signs-legislation-establishing-mandatory-staffing</a>	Please participate in the survey monkey which we be distributed shortly. You will be able to nominate yourself if interested or someone else. If you are concerned and vocal about staffing you would be a great candidate.	<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
2022 Medical Benefits	The plan administrator for all Northwell medical plans will change from UnitedHealthcare to Brighton Health Plan Solutions (BHPS) effective Jan. 1, 2022.	Kathy, Mary and Judy Dillworth, PhD, RN, NEA-BC, CCRN-K, FCCM, Director, Magnet, shared they attended the education session and found the presenter to be very informative and helpful.	Please attend education sessions.	<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

<p>Summary of today's shared governance day</p>	<p>Judy shared highlights of the day as follows:</p> <p><b>RRR Council</b> Great meeting and especially happy Theresa Rocco was able to join.</p> <p><b>New Knowledge &amp; Innovation:</b> Catalina Chistol, BSN, RN, clinical nurse, 2 North along with 2 other nurses from nurse residency program had abstract accepted and brought draft of poster to council for review and input.</p> <p><b>Professional Practice &amp; Development (PPD):</b> First time we ever had to cancel - not enough representation. Kathy shared the "rumor" that the career ladder is going away.</p> <p><b>Quality &amp; Safety:</b> Alex Xelas, MSN, RN, CIC, Director Infection Prevention and Control, created a Jeopardy game to make learning a little more fun/interactive.</p> <p>-----</p> <p>Judy requested from Mary if the meeting minutes template could be modified and remove last 2 columns: "Magnet Components" and Strategic Plan Indicator"</p> <p>Kathy mentioned that since we now have transcription from Microsoft Teams, could administrator help with creating meeting minutes?</p>	<p><b>RRR council</b> - Mary just wanted to let everyone know we are not alone in the struggle to fill positions. Northwell typically has 2500 open recs/month and we now have 5500 open recs. We are trying our best and using flex staff when needed. Just recently had a successful PCA Recruitment Day, with 5-6 offers. Clearance can take up to 3 weeks so just adds to delay.</p> <p>Nancy Fox attended the RRR council where they discussed feasibility of increasing orientation times. Nancy sent a monthly orientation schedule from 2018-present to the RRR council members who will review.</p> <p><b>PPD council:</b> Mary said the career ladder is not going away. Mary and Nancy are currently looking at the Northwell Career Ladder which we will be adopting sometime in 2022. Nancy shared the Northwell Career Ladder is more concrete some RNs may like more.</p>	<p>Please reference Judy's summary in the October Nursing News for more detailed information.</p> <p>Judy to send out email to PPD council members to ask why they could not attend.</p> <p>Judy to write statement for nursing news to "squash" the rumor that career ladder is being eliminated.</p> <p>-----</p> <p>Mary to ask Rosendy to modify the meeting minutes template.</p> <p>Mary to ask Pam Lipperman if volunteers can help with creating meeting minutes from transcription.</p>	<p><input checked="" type="checkbox"/> Transformational Leadership</p> <p><input checked="" type="checkbox"/> Structural Empowerment</p> <p><input checked="" type="checkbox"/> Exemplary Professional Practice</p> <p><input checked="" type="checkbox"/> New Knowledge, Innovations and Improvements</p>	<p><input checked="" type="checkbox"/> People</p> <p><input checked="" type="checkbox"/> Patient Experience</p> <p><input checked="" type="checkbox"/> Quality</p> <p><input checked="" type="checkbox"/> Financial Performance</p> <p><input checked="" type="checkbox"/> Operations</p>
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		---- Mary agreed the columns in the meeting minute's template can be removed.			
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## Unit Updates

Unit Updates 2 North/5 North	<p>Jade Santiago, BSN, RN, clinical nurse, 2 North shared that 2 North and 5 North are focused on the telesitter program and whether there is a correlation with reduction in falls.</p> <p>Encouraging the “back to basics” on the floor and using bedside shift report.</p>		Kathy to send Jade report with Unit level Fall rate and telesitter utilization.	<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
Unit Updates 2 Center	<p>Michael Palazzo, BSN, RN, clinical nurse, 2 Center shared that they are close to finalizing the medication education brochure. They expect to roll out on November 1.</p> <p>The nurses also realize the importance of bedside shift report and trying to complete. Charge nurse is going into rooms to make sure white boards are updated.</p> <p>Mike also suggested that the nurse managers switch the nurses and the councils in order to change things up on the committees.</p>	Mary and Helen were both very happy to hear of focus on bedside shift report.	Please encourage the 2 center nurses to use the computers at the bedside.	<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