Beaumont Hospitals^a **Grosse Pointe**

Charge Nurse Team Meeting Minutes

Date:

November 4, 2015;

Time:

2:30-3:30

Location: Private Dining Room

Attendees:

Clinical Staff: Shannon Wilson; Christina Hoffman; April Rishel; Janet Jacobs; Theresa Lopez; Shelley Jennings; Michelle Urben; Gina Czerny; Leslie Caplat; Christine Flaherty; Sandy Kanas;

Nursing Leaders: Sue Wolka, ANM; Pat Ackley, ANM; Randy Whitney, MPD; Anne Stewart, CNO

TOPICS:

1. Welcome and introductions

2. Review of Minutes

Approved as written

3. Bedside shift report

Going well overall; staff and patients seem to like it. Still working out some of the process issues such as "go stand by your rooms." Seems like the call lights are much better between shift changes.

4. Web Scheduler update

3 West and 3 SE are up; some questions still but getting used to it. Goal is for the entire IP nursing to be up on web scheduler by January 2016

5. Magnet

Randy gave a brief update; meeting with the UPC's

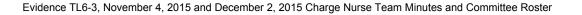
6. EC to IP flow update

Summary of the team and an update on:

- EC the core measures
- Importance of bed ahead
- RN calling report, we (the units/charge nurse) need to facilitate either having the bed pre-assigned or the charge







nurse needs to take the report (not put them off-"I'll call you back...")

- Transportation has concerns that it takes 5-10 minutes for staff to arrive for an "all available." Request for charge nurse to facilitate the staff getting to the room.
- More to come...

7. Sharing of Best Practice from each charge nurse "what really works for you..."

- 3 West has a common communication board and the purple folder for items that should not be common knowledge
- Discussion on the follow up for the vaccines/vaccine report
- Purple folders being passed from one charge to the next seems to work well.

8. Charge Nurse Meeting Lead

This team should be led by a charge nurse. Anne & Randy will continue to attend, schedule the meetings, have the minutes and agenda ready. Please consider taking the lead, will choose next month to start in January.

9. Miscellaneous

Discussed BPA's not being addressed. How do we encourage the staff to address all BPA's on a consistent basis?

MRSA & VRE clearance is an issue on the weekends and off-shift when it is busy. Only Epidemiology nurses can fix it.

NDNQl response rate was fabulous=94%!!! Wow, that was great! Most areas will get the Pizza Party!

Next meeting (December 2 @ 2:30-3:30 in the PDR; Agenda items:

Bedside Shift report

Web Scheduler Update

Magnet

EC to IP flow

Flu shot update

Charge Nurse Leader



Evidence TL6-3, November 4, 2015 and December 2, 2015 Charge Nurse Team Minutes and Committee Roster





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BEAUMONT HEALTH, GROSSE POINTE NURSING COMMITTEE MEETING MINUTES

COMMITTEE/DEPA	ARTMENT: Ch	DATE: December 2, 2	2015	
Members Present	:		Time Called to Order	
Clinical Staff: Shannon Wilson; Christina Hoffman; April Rishel; Janet Shelley Jennings; Michelle Urben; Judy Thueme; Sand		son; Christina Hoffman; April Rishel; Janet Jacobs; Theresa Lopez; ings; Michelle Urben; Judy Thueme; Sandy Kanas	Time Adjourned:	1530 Hours
Nurse Leaders:	Kim Little; Pa Anne Stewai	m Lively; Pat Ackley; Sue Wolka; Molly Brieden; Randy Whitney; t	Location of Meeting:	Private Dining Room
TOPIC		DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/FOLLOW UP	
Call to Order		The meeting was called to order by Anne Stewart.		
Agenda Items:				
1. Review of Minutes		The minutes from the last meeting were reviewed and approved.	None	
2. Bedside Shift Report		 CCSU reports that sometimes the handoff is too long; suggestions on how to focus the report. Family at the bedside can be a bit intimidating but it is overall getting better. Some concerns voiced over the NCA role with this. RN focused right now but will consider that as a next step after the RN handoff is hardwired. Units all gave their thoughts on how it is going with the NCA's; seems to be a few issues that were discussed and suggestions made. Seems to be inconsistency with the phone exchange. NCA leaves it at 7:00 and no one picks them up. CCSU & 2S suggested a direct handoff-not in the basket where the phone can lay there ringing. "Strolling in at the last second" The expectation is for all staff to be on the unit and ready to work at 0700 & 1900-not just getting in, eating and hanging up their coat. This is a safety issue and a performance issue that leaders need to address but also takes peer to peer conversation at the time. Suggestion to have the NCA's on all units be required to go into the room at shift change, introduce themselves and put the phone number on the board. They cannot be on the computers. 	Continue to monitor NCA's role at shift change needs to be addressed	



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BEAUMONT HEALTH, GROSSE POINTE NURSING COMMITTEE MEETING MINUTES

	TOPIC	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/FOLLOW UP
3.	Web Scheduler Update	3 West reports issues continue with Web Scheduler. Randy will work with Marti and the NBO to take care of them. Goal is to roll web scheduler out to all the units in January but will hold off until these issues are resolved.	Randy to work with NBO
4.	Magnet	 NDNQI results are in; leaders have the results. Will be distributed to the staff after they are reviewed but if you really can't wait, ask your leader to see them. Overall the results were good. One area of focus that needs to be addressed is the lack of breaks WITHOUT patient care. This is a culture at G.P. that we need to work on. This was brought to the PNC and they will work on it in early 2016 	Focus on breaks for 2016-no phones and ? off the unit
5.	Vaccine Compliance Update	Randy distributes a list every day to all nursing leaders and charge nurses (if you don't get it and want it, e-mail Randy). Discussion on how to handle the "Refused;" handout provided. We need to meet this measure and right now, we have some challenges.	Continue to monitor vaccine compliance
6.	EC to IP Flow Update	Deferred	
7.	Sharing of Best Practice from Each Charge Nurse	"What really works for you" Deferred	
8.	Charge Nurse Meeting Lead	Discussed the importance of this team being staff led. Michelle Urben and Theresa Lopez volunteered to co-chair the committee for 2016.	Thank you! Anne will meet with Theresa and Michelle to assist setting this up
9.	Miscellaneous	A concern was brought forward that the NCA's don't feel appreciated. This is something we need to work on for all staff. Will put on next agenda for discussion.	Appreciation is something we heard on the NDNQI survey for RN's also. This will also be a focus this year. Everyone needs to take a minute and thank our coworkers, no matter their role, for the work they do.
Ne	xt Meeting	January 6, 2016 from 1430-1530 hours in the Private Dining Room	

Respectfully submitted:	Anne Stewart	