

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 Urban; 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.

NDNQI 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





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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	<ul style="list-style-type: none">• 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 co-workers, no matter their role, for the work they do.
Next Meeting	January 6, 2016 from 1430-1530 hours in the Private Dining Room	

Respectfully submitted: Anne Stewart