

Charge Nurse Touchbase Meeting with Anne Stewart		2015					
		June 19 th 1300-1400 Initial Meeting	Aug. 12 th 1430-1530 PDR	Sept. 2 nd 1430-1530 PDR	Oct. 7 th 1430-1530 PDR	Nov. 4 th 1430-1530 PDR	Dec. 2 nd 1430-1530 PDR
Anne Stewart, MBA, BSN, RN, NE-BC	CNO VP Nursing	PRESENT		AS			
Leslie Caplat, RN	Charge RN, 3SE	L. Caplat		L. Caplat			
Gina Czerny, RN	Charge RN, 3SE	absent		ABS		G. Czerny	
Christine Flaherty, RN	Charge RN, 3SE	C. Flaherty		ABS			
Christina Hoffman, RN	Charge RN, 3W	C. Hoffman		ABS			
Janet Jacobs, RN	Charge RN, 3W	J. Jacobs		ABS	J. Jacobs	J. Jacobs	
Shelley Jennings, RN	Charge RN, CCSU	PRESENT		Shelley Jennings	Shelley Jennings	Shelley Jennings	
Sandra Kanas, RN	Charge RN, 2S	absent		Sandra Kanas	SK	SK	
Brenda King, RN	Charge RN, 3SE	B. King		ABS			
Theresa Lopez, RN	Charge RN, CCSU	Theresa Lopez		Theresa Lopez		phone	
April Rishel, RN	Charge RN, 3W	April Rishel		ABS unit	April Rishel	April Rishel	
Judy Theume, RN	Charge RN, 2S	absent		ABS			
Michelle Urben, RN	Charge RN, CCSU	M. Urben RN		Phone			
Shannon Willson, RN	Charge RN, 3W	Shannon Willson		ABS		Shannon Willson	
ANDREA CARSTENS, RN	CHARGE CCSU	A. Carstensen					
CC:							
Alexis Rogers, RN	ANM 3SE	Alexis Rogers		AR		AR	
Kim Little, BSN, RN	ANM 2S	absent		ABS		OK	
Sue Wolka, BSN, RN	ANM CCSU	Sue Wolka		ABS		SW	
Pat Ackley, BSN, RN	ANM 3W	P. Ackley		ABS			
Randy Winters		N/A		in			
Pam Lively	ANM 2S					in unit	

Beaumont Hospitals®
Grosse Pointe

Charge Nurse Team Meeting Minutes

Date: June 19, 2015 **Time:** 1:00-2:00

Chairperson: Anne Stewart

Location: Café conference room

Attendees: Shannon Wilson; Christina Hoffman; April Rishel; Janet Jacobs; Andrea Carstens; Theresa Lopez; Michelle Urban; Brenda King; Leslie Caplat; Christine Flaherty; Alexis Rogers; Pat Ackley; Sue Wolka

TOPICS:

1. Welcome and introductions

Group introduced their home unit and length of service.

2. Charge Nurse Role-review of description

Guidelines from all the units were shared. Please take the time to see if someone is doing something that would be well on your unit. This is the time to tweak what you think is most important.

Discussion regarding the boundaries of the role were discussed; specifically concerns over employee issues. The charge nurse role is designed for the running of the day-to-day operations and not a manager role.

Employee issues need to be elevated to the ANM. Not that you should not address issues at the time, but beyond basic

Please take a look and see if that is something your unit should/could use; bring input next meeting.

We looked at the Unit Management report sheet that CCSU uses; much discussion about the value of this report and a concern that it will not be available moving forward. (Anne verified with IT that it will be available).

Each unit charge nurses are to think about 4 important items that need to be handed off from one another. Send your ideas to the group (reply to all on a message) for input. Anne will ask Becky to make a template to pilot.

4. EC to IP report

Quick update from the June meeting. There will be 'telephone report' on all monitored patients. There was much discussion and mixed feelings about both types of report (telephone and computer read) at the meeting; this will be re-evaluated in September.

Based on the group's decision, telephone report will occur on CCSU, CCU, and telemetry patients on Observe and 2S.

5. Bedside shift report-introduction

Education will begin this summer on bedside shift report. This is best practice around the country. We piloted it on 3S last year but there was not enough education and support at the time.

6. Miscellaneous

Andrea and the CCSU ANM's asked to discuss "first thing in the morning transfers;" often right at 0730. Due to our volume, we need to move patients quickly and sometimes "everything" is not done; please talk with your staff about the urgency of some of these moves. We need to get patients up out of the EC. This is a perfect group to have this discussion with. All in agreement that they will communicate concerns to one another to

CCSU controller sheet was passed around; Sue will scan and send it to the group (done).

7. Next meeting agenda items

- "Challenging co-worker-how do we handle?"
- Handoff template
- Magnet update
- Web Scheduler update

Next meeting August 5, 2015 2:30-3:30 in Private Dining Room