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| **Purpose:** Review Old/New Business | **Facilitator:** Megan Hellrung (MH)/Lynette Zavodny (LZ) | **Sponsor:** Kaci Meddings (KM)/Kristi Schuessler (KS) |
| **Date: 6/15/2015** | **Scribe:** MH | **Timekeeper:** LZ |
| **In attendance:** Ethan Clarke, Jacqueline Wichern , Christie Shedivy, Melissa Mac, Erin Lund, David Thompson, Megan Hellrung, Lynette Zavodny | **Location: CT ICU Room 2.22341.3** | **Time:**  0645- 0745 |

| **Topic** | **Discussion/Action/FU** | **GPS**  **Component** | **Magnet**  **Component** | **Discussion Leader** | **Time** |
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| **Housekeeping** |  |  |  |  |  |
| * Meeting Minutes from 4/20/2015 | Vote:   * Approved |  |  | LZ | 0645 |
| * New Members All agreed to position | Discussion:   * Welcomed Christie Shedivy (Maverick RN) | 2,3 | 2,3 | LZ | 0645-0647 |
| * Nominate Pat Garland (new RN) Monica Rodriguez (ST Robot), Sierra Obert (RN Vascular) , Jill Delage (ST Vascular) | Vote:   * Approved | 2,3 | 2,3 | LZ | 0647-0650 |
| * ORPC in review: * Current Roster/Modifications | Discussion:   * Current Roster updates   Follow Up:   * MH to update Roster with newly voted members * MH/LZ to contact newly voted members * MH/LZ to contact Charlene L. for interest as BEP RN * MH/LZ to contact/ meet with our off shift members | 2,3,5,7 | 1,2,3,4,5 | LZ | 0650-0655 |
| * Contracts: * Charter update/goals met and plan for 2015-2016. | Discussion:   * Reviewed contract for committee. Present members to sign * Review Charter * Goals reviewed, majority met * Add dissemination/liaison role * Add socialization role   Follow Up:   * MH to contact/distribute contracts to committee members not present to sign * LZ to draft charter updates, send out to committee for e-vote prior to July meeting | 2,3,5,7 | 1,2,3,4,5 | LZ | 0655-0705 |
| **New Business:** |  |  |  |  |  |
| * Feedback from Staff to ORPC | Discussion:   * Continued dissatisfaction with team pigeonholing * MH review leadership support teams R/T majority of cases no longer “general/green cases” moving in the direction of “specialized/blue-black cases” * MM reviewing personal accountability * list of “general procedures” for competence (i.e. Crani, kidney tx, etc.) * JQ reviewing learned behavior   Follow Up:   * MH/LZ to coordinate with Kristi Schuessler & Charge RN’s to obtain more feedback & possible develop list of “general procedures” competence * MH/LZ to follow up with leadership R/T team pigeonholing teams still in practice with current/upcoming orientees/new hires | 2,3,5,7 | 1,2,3,4,5 | MH | 0705-0715 |
| * Orientation Timeline (Sortman Soliciting Feedback) | Discussion:   * Agreed experience staff orientation 3-4 months appropriate * Agreed new hire/no experience orientation to 6-8 months appropriate * Agreed that last 1-2 months do not need to be strictly team focused but continue to be reviewed as competence for overall job description/roles * Reviewed that team orientation to be owned by orientee in conjunction with fellow team members/ Service Specialist * DT reviewing personal accountability in conjunction with consistency to support competence and build comfortability * EL suggesting 1-2 shifts/month team members “have the right” to change assignment to assure comfortability/competence * Possible 12 month remedial follow up for competence? * Utilize MM list of “general procedures” as guideline for minimal competence/cross-training between services * CS suggest “Buddy System” as pathway for educative/proficiency follow up * MH review tying goals into Performance Appraisal * EC second connection to Performance Appraisal/LZ reviewing possible connection to annual Unit Based Goals to make central to all staff and achievable/measureable   Follow Up:   * LZ to follow up with SS about feedback about length of time/focus of orientation * LZ/MH to follow up with SS/SS & KS concerning connecting to Performance Appraisal/Unit Based Goals | 2,3,5,7 | 1,2,3,4,5 | LZ | 07015-0725 |
| Professional Development Offerings for ORPC Members | -Discussion:  - No interest in pursuing any additional PD at this time | 2,3,5,7 | 1,2,3,4,5 | LZ | 0725-0727 |
| **Old Business:** |  |  |  |  |  |
| * Basic Skills Checklist Tool | Discussion:   * Review of content * Addition of bullets to Emergency & Overhead Paging * CS to review present at MMM in July on behalf of ORPC   Follow Up:   * LZ to make edits with additional descending bullet points for clarity/completeness of tool * LZ to distribute to for review and approval by committee members by e-vote | 2,3,5,7 | 1,2,3,4,5 | LZ | 0727-0730 |
| * Presentations | Discussion:   * CS to present Basic Skills Checklist Tool in July on behalf of ORPC | 1,2,3,5,6 | 1,2,3,4,5 | LZ | 0730-0733 |
| * iCats | Discussion:   * JQ presentation Night Shift iCat * Review per committee members with additional suggestions * EC reviewing that climate for SS to complete new room iCats becoming more stable * KS organized/checking off mandatories for staff concerning new OR (Hybrid & MRI suite training) * EC review climate for SS to complete iCats settling R/T new OR’s opening and staffing numbers   Follow Up:   * JQ to update Night Shift iCat to include Code White & Transplant Case Recipe List/Contacts * MH/LZ to upload JQ Night Shift iCat to Weebly once JQ done with edits * MH/LZ to contact KS concerning formatting mandatories from Hybrid/MRI suites and new OR’s into iCat/Weebly format * MH to follow up with DE/Tama Mayne & Jana Price concerning Hybrid/MRI suite iCat timeline | 1,2,3,5,6 | 1,2,3,4,5 | LZ | 0733-0737 |
| * Plan follow up for team representation, Involvement. | Discussion:   * LZ presented basic outline (summarized Agenda template) * Reviewed purpose of tool for committee members to disseminate information from meeting to own teams. Utilize and add additional/team specific information as necessary. * Discussed dissemination for team should be distributed within a week. Would like committee members to CC email to MH/LZ to track distribution/can complete for   Vote:   * Approval of basic outline template for ORPC information dissemination   Follow Up:   * LZ to complete basic outline and will distribute | 2,3,5,7 | 1,2,3,4,5 | LZ | 0737-0740 |
| * **Preceptor Course** * **Future Need for Instructors** | Discussion:   * MH review purpose of course, update of past courses and data results from Professional Resources * Review design of course changing R/T Lippincott contract roll out * EC, JQ, CS, MM and JG volunteering for training to facilitated OR Specific Basic Preceptor Course sessions post Lippincott changes.   Follow Up:   * MH/LZ to review Lippincott modules/design and content of current course, make necessary changes to fit model & current * MH to contact EC, JQ, CS, MM and JG to schedule training post review of Lippincott/course material | 1,2,3,5 | 3,4 | MH | 0740-0742 |
| * Dr. Wilson’s Procedure Levels of Difficulty | Discussion:   * LZ review object of project and roll out to rest of Urology service. Goal essentially roll out to all services post data collection/analysis * MH review Melissa Hiatt working to provide first-hand account/review of project pro’s & con’s (unable to present related to scheduling)   Follow Up:   * MH to connect with Melissa Hiatt for review and possible dissemination to ORPC | 1,2,3,5,6 | 1,2,3,4,5 | LZ | 0742-0745 |
| - Buddy System Review | Discussion:   * MH reviewed idea of orientee’s identifying role model buddy after 2-3 weeks orientation for more organic pairing   Follow Up:   * MH/LZ to follow up with KS to revamp plan, possibly send reminder email to buddies for check-in and utilization in Socialization | 1,2,3,5,7 | 1,2,3,4,5 | LZ/MM | (Continuous discussion throughout meeting) |

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| **UCHealth Global Path to Success** | | | | | | |
| **1. Quality and Patient Experience** | **2. Engaged Workforce** | **3. Growth** | **4. Clinical & Non-Clinical Integration** | **5. Deliver Superior Value** | **6. Academic Enterprise** | **7. Mission, Vision and Brand Awareness** |
| Ensure universal, distinctive standard of quality and patient experience. | Attract, retain and excite a unified and engaged workforce. | Enhance reach and relevance through growth. | Integrate clinically and non-clinically across our system. | Deliver superior value to remain an option for most payor plans. | Maintain, enhance and leverage the academic enterprise. | Enhance messaging around the mission, vision and brand |

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| **Magnet Model Components** | | | | |
| **1. Transformational Leadership** | **2. Structural Empowerment** | **3. Exemplary Professional Practice** | **4. New Knowledge, Innovations & Improvements** | **5. Empirical Outcomes** |
| Leadership that results in extraordinary outcomes by empowering, influencing, and motivating others. | Strategies used to support shared leadership decision-making, life-long learning and professional development. | Interprofessional collaboration to ensure patient safety resulting in high-quality outcomes. | Integration of evidence-based practice and research into practice. New ways of achieving high-quality, effective and efficient care through innovation. | Measurable outcomes related to the impact of structure and process on patients, staff, and the organization. |