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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.  |