

August 4, 2011 MINUTES

Professional Practice & Patient Safety Council (PPPSC) 8 AM to 2 PM

Present: Lori Marlowe, RN – 4D; Erica Ward, RN - 3H; Charmaine Noubisse, RN – 3NE; Minnie Johnson, RN – 3E; Mary Smith, RN – NICU; Dru Gist, RN – 3G; Judy Alba, RN – 3rd floor Recovery Room.

Excused – Jean Keppler, RN

Invited Guests: Jan Rudolpho, RN

NNU Staff present by invitation of the PPPSC - Dottie Hararas, RN

Meeting Agenda items submitted by the members reviewed and approved.

Introductions including description why each member wishes to serve in this capacity.

Requested Dottie Hararas to take Minutes until a Secretary is elected

Jan Rodolpho presented description of what is a PPC (Professional Practice Committee) within the scope of NNU and who serves on it, various goals, etc.

Discussed current ADO form and newly revised NNU ADO Form – revisions/edits needed. Also discussed process used to complete and submit an ADO, education of the nurses on the form and importance of completing an ADO when patient assignment is felt to be unsafe for nurse and/or the patient being cared for, compilation of the data, re searching trends, and consideration of an electronic ADO form, etc.

Order ADO forms from NNU headquarters.

Group picture – tabled

Roles and responsibilities discussed to include outreach to nurses on all units and education on the creation of the PPPSC and its goals.

Develop a dedicated email address for the PPPSC

Purchase, prepare, and distribute 70 PPPSC Binders – one for each unit on which bargaining unit nurses work.

Discussion about Identification of PPPSC members

Add PPPSC page to our web site to include Minutes, Agendas, Patient care and Patient Safety Issues, Professional Practice issue, etc.

Consider purchase of I-Pads for use by the group.

Consider establishing a PPC on line Discussion Group. It can set that up similar to the one used by the Shop Steward group.

Discussion followed concerning the hospital's Total Quality Improvement Department. Thoughts were shared about possibility of contacting Karen Gotts, Department Chair. This will be explored further.

Judy Alba, PPC member volunteered to send out the Cambridge web site on Patient Quality/Standardization of Care/Corporate Model for the groups critique and discussion.

Become knowledgeable of, review, and enforce the correct use of the Matrix language contained in the new CBA. Proper utilization of the Matrix by the employer and by Staff Nurses can provide an avenue to safe patient care and professional nursing practice.

Work with local IT to archive all data entered ADO's up to August 4, 2011. Going forward, begin fresh ADO data recovery, extrapolate trends, research safety concerns, staffing, etc.

Discussed writing/sending a letter to John Sullivan re: unprofessional and unsafe directive from a doctor who instructed staff to remove all furniture/bedding from the patient's treatment area and for staff to direct the patient to lie on the floor to receive nursing care.

Discussed Compliance Hot Line and that currently there is no one assigned as a Compliance Officer in the hospital. Questions: Where do compliance calls go to? Who receives the calls? What are done once the call is received? What follow up occurs and by whom? Assurance needed the retaliation is not used against nurses who report unsafe conditions.

Discussed obtaining a wireless card for computer use in East Building Union Office.

Next meetings:

August 25, 2011 from 8am to 10 am Agenda to prepare and collate PPPSC Binders for distribution. Binders to include ADO Forms, PPPSC members contact information, agenda items, Minutes of PPPSC meetings, next PPPSC meeting dates, etc.

September 8, 2011 from 8am to 4pm

October 13, 2011 from 8am to 12 noon (or to 4pm) – length of meeting to be decided on that date.

October 27, 2011 from 8am to 12noon (or no meeting that day depending on length of meeting on October 13.)

November 10, 2011 from 8am to 4pm

December 8, 2011 from 8am to 4pm

PPPSC officers elected as the last order of business for this meeting:

Lori Marlowe – Chair

Erica Ward – Co-Chair

Charmaine Noubissi – Secretary

PPPSC invited Dottie Hararas, RN to attend their scheduled meetings as staff support personnel to the group

Meeting adjourned at 2:00pm.

Respectfully submitted,

Dottie Hararas, RN – NNU Staff

Nurse Representative