



EMERGENCY DEPARTMENT STAFF MEETING MINUTES

Date: December 12, 2019

Time: 0730-0930

Location: ED Admin Room

Chair: Shelby Smith

| Agenda Item | Presenter | Discussion | Outcome/ Follow-Up | Responsible Person |
|-------------------------------------|-------------|--|-----------------------|-----------------------|
| Welcome & Approval of Minutes | Shelby | Welcome 3 ED techs and 3 Rn's . Rachel moving to nights to help cover holes. Additional Traveler hired for nights | NA | |
| BSN and Certification Update | Shelby | <i>Kelly Tokarz add TNCC and MSN</i> | | |
| Magnet News & Committee Report Outs | Individuals | <p>Safety- Cindy- make sure we are safe with needles- report any needles left out etc</p> <p>Stroke- RN's allowed to call stroke alert based on BEFAST s/s and 24 hours or less</p> <p>Staffing- none to report</p> <p>Practice – open</p> <p>Fall- plz use alarms for those high risk and intoxicated</p> <p>Q & S- open</p> <p>Professional Development- open</p> <p>Healing Environment- progressing to unit based healing hands</p> <p>Code Committee- doing great on documentation code review- don't forget back of form</p> <p>Sepsis- new screening coming for ED RN</p> <p>System- open</p> | | |

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|-----------------------------|--------------------|---|------------------------------|--|
| | | Night shift- none to report Unit practice- VSS guidelines out and established will audit for compliance | | |
| Clinic Presentation | Patricia Willard | Types of pt proper for clinic. May call to est appt if necessary for pts | | |
| Vital Sign guideline | Shelby | Guidelines posted in dept/ in mandatory education/sent via email | | |
| Blood Transfusion Doc | Shelby | Being audited check email for updates and fixes | | |
| Trauma Alert Activation | Shelby | Posted on Yellow Sheets in all areas of dept/ education on activation done | | |
| IV site documentation | Shelby | All iv starts and attempts must be documented even EMS starts plz | | |
| Stroke Alerts | Shelby | Rn's may activate based on BEFAST s/s and up to 24hrs | | |
| Safety Concern | Shelby/Mark | Mark Larobina, Director of Security discussed strategies and CDT for de-escalation. Shelby reviewed nurse's safety and feeling unsafe. Reviewed CDT role and how they intervene during crisis. ED staff acknowledged that they feel safer with CDT personnel present in ED and their advanced skills. CDT has made an impact to decrease incidents. Thank you! | Shelby/Amanda/Vernica | |
| 2019 Pediatric SIM Schedule | Shelby | Last session is Dec 12 th – All Welcome to attend. | | |
| Psych patients | Shelby | Need to treat them with kindness compassion and dignity- They are NOT in jail. They are ill just like our other patients. | | |
| Aids for Visually impaired | Shelby | Packets kept in main nurses station in cabinets | | |
| Open Forum/Staff Corner | All | Quick note made for video monitoring bhv | | |

Next meeting will be held: January 2020

Respectfully submitted,

S. Smith, BSN, RN, ED nurse manager