



Surgery Unit Practice Council Meeting Minutes

Date: 08/17/17

Time: 1800

Location: Surgery C Lounge

Chair: Sarah Delinski and Janelle Einstein

Chair Elect:

P=Present, A=Absent, E=Excused

ATTENDANCE						
P	Janelle Einstein, BSN, RN-BC					
P	Sarah Delinski, BSN, RN					
P	Antoinette Kudrenecky, RNC					
P	Victoria Costabile, BSN, RNC					
P	Thalia Soriano, BSN, RN					
P	Amanda Immerblum, BSN, RN					
P	Jon Barbarula, RN					

Agenda Item	Presenter	Discussion	Outcome/Follow-Up	Responsible Person
Time Welcome & Approval of Minutes	Janelle	Previous minutes approved		JE
Time Magnet News	Janelle	Reviewed magnet website but no new magnet news		JE
Time Old Business	Sarah D.	Holiday time off (Christmas, New Years, and Thanksgiving) Post ops- Improved communication regarding when a	Formulate a first cancelation list for the holiday schedule in advance. Also high PTO should not be a reason	SD

		<p>post op is assigned to a nurse</p> <p>Bedside shift report- Issues with nurses not doing bedside or doing it properly.</p>	<p>to be first cancel during the holiday time. It everyone's responsibility to manage their PTO throughout the year.</p> <p>Post ops- Charge nurse that is assigning patient to nurse should tell nurse when bed is assigned or let secretary know to tell the nurse</p> <p>Bedside shift report- Per Antoinette research shows that bedside report should be a wrap up of the last 12 hours. Spoke about holding "mock report" so that we can all be on the same page with giving and receiving report.</p>	
Time		PTO- Staff has been writing	PTO- Limit staff to 3	JE

New Business	Janelle	<p>multiple days for them to be first cancel in kronos book</p> <p>Dentures, hearing aids and glasses getting lost</p> <p>Issue with cabinets holding linens not being stocked</p> <p>Scheduling holiday party</p>	<p>days per month that they can write their name down in book to be canceled</p> <p>We had a recent loss of patient items last month which came to \$2,2000 for our unit to replace. We have had an increase in loss of dentures, hearing aids and glasses getting over past year and need to find a solution for this. We will formulate ideas but for now continue to mention items during bedside shift report.</p> <p>Issue with cabinets holding linens not being stocked- Nursing assistants should be stocking pods every shift before 3pm,</p>	
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			11pm, and 7am. Holiday party- Beginning to talk about date and location.	
Time Recap	Janelle and Sarah	All agreed more discussion is needed. Will speak to Peggy on thoughts of what was discussed		

Next meeting will be held: Date: 09/14/17 Time: 1800 Location: Surgery C Lounge

**Respectfully submitted,
Janelle Einstein and Sarah Delinski**