



Surgery Unit Practice Council Meeting Minutes

Date: October 18th, 2017

Time: 1800

Location: Surgery C Lounge

Chair: Janelle Einstein, Sarah Delinski, and Kasey Connor

P=Present, A=Absent, E=Excused

ATTENDANCE					
P	Janelle Einstein, BSN, RN	P	Sarah Delinski, BSN, RN	P	Norma Silva, CNA
P	Kasey Connor, BSN, RN	P	Marisa Colicci, BSN, RN	P	Cristina Difeo, RN

Agenda Item	Presenter	Discussion	Outcome/Follow-Up	Responsible Person
1800-1805 Welcome & Approval of Minutes	Sarah D.	Approval of September minutes	Previous minutes approved	
1805-1806 Magnet News	Janelle	Reviewed magnet website but no new magnet news		
1806-1815 Old Business	Sarah	<ol style="list-style-type: none"> 1. Bedside shift report 2. Holiday schedule and PTO cancellation 	<ol style="list-style-type: none"> 1. Will follow up with Antoinette and Mary Kay to coordinate a plan. 2. Sign up shifts are posted for Christmas and New Years Day/Eve. Peggy and Sheila will continue to choose who is cancelled in a fair manner. 	

<p>1815-1845</p> <p>New Business</p>	<p>Janelle</p>	<ol style="list-style-type: none"> 1. Holiday Party 2. Lost patient personal belongings- hearing aids, dentures, and glasses 3. Christmas Secret Santa 4. Admission and post ops that arrive after 6pm 	<ol style="list-style-type: none"> 1. Tara offered to host the holiday party at her house- date tbd 2. We have had a recent lost of patient personal belongings on the unit. Idea for magnets to be placed on whiteboard to represent hearing aids, dentures, and glasses. We thought of Emoji's to represent patient items so that it will not be apparent to visitors what items are present. We will contact Peggy for approval and see if there is a company that can make these magnets for us. 3. Sarah D will create a sign-up for those who would like to participate. It will be posted in Surgery C lounge. 4. We will create a surgery to obtain everyone's input. We need to create an outline of what the expected minimal documentation will be. 	<p>Janelle, Sarah, Kasey</p> <p>Sarah D</p> <p>Janelle, Sarah, Kasey</p>
<p>1845-1850Recap</p>				

Next meeting will be held: Date: TBD Time: TBD Location: TBD

Respectfully submitted,
Sarah Delinski, Janelle Einstein, and Kasey Connor