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**Unit Council Agenda/Meeting Minutes**

**Date & Time: 9/6/22 0700**

**Next meeting: 10/6/22 0700**

**Location: Oncology Conf. Room**

# \*Chair must meet with clinical coordinator/manager prior to each Council meeting to ensure important topics discussed.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Council Members & Credentials:** | **J** | **F**  **\*** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| **Clinical Coordinator/ Director:**  Sam Desper, RN- Nurse Leader | **A** |  | **A** | **A** | **A** | **A** | **A** | **A** | **A** |  |  |  |
| **Chair:** Carolynn Nesselrodt, RN | **A** | **A** | **A** | **A** | **A** | **A** | **A** | **A** | **A** |  |  |  |
| **Vice-Chair:** Lisa Sirico, RN | **A** |  |  |  | **A** | **A** | **A** | **A** | **A** |  |  |  |
| Nursing- Michele Davis, RN, UC Treasurer  Tamara Johnson, RN | **A** | **A** | **A** | **A** | **A** | **A** | **A** | **X** | **A**  **A** |  |  |  |
| AA- Brandy Puckett | **A** |  | **A** | **A** | **X** | **A** | **A** | **A** | **A** |  |  |  |
| RadOnc- | **X** |  | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |  |  |
| Navigators- | **X** |  | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |  |  |
| Other- |  |  |  |  |  |  |  |  |  |  |  |  |

\*\* A= Attended, X=Absent\*\*

# Welcome & Attendance and Minute Approval

# August Shared Governance Talking Points

* See August Shared Governance Talking Points

# Meeting Notes:

* + Flu Vaccine Clinic: Sept 20 0700-0800
  + Unit Project: Buddy Binders (or whatever suggestions you might have)
    - What is this? A new “Welcome Packet” for patients
    - Goal: Improve education and communication with patients; improve workflow for all staff members
    - What do we need from YOU?
      * Each area to work on patient education regarding related information—staff roles, contact numbers, “what to expect here”, etc.—that patients can have on hand at home.
      * Any suggestions you might have to include in packets
        1. Ex: we want to include a facility AND cancer center map for patients to have to refer to
  + Identified Needs:
    - Recycling Bins (these have been added to the unit in the clinic and chemo infusion already—thanks Sam! —for plastic bottles only add this time. Hopefully we can roll out some for cans soon if this goes well.
    - Card holders/Contact Cards for Navigators and support staff for clinic and infusion nurses to have on hand when patients need them.
  + Appearance Boutique—accepting craft donations to be sold at Apple Days 10/1/22 or go out to support them that day ☺

# Current Year Goals

1. Policy review/changes r/t transitioning to pulsating push saline locks of port-a-caths vs. heparin locking PICC lines— restructuring the verbiage of AH policy to meet best practice.
2. Procedure change for transitioning to titrating Taxol infusions
3. Uplifting morale through improved workflow/patient throughput for enhanced staff satisfaction by brainstorming better strategies/suggestions
4. Improving staff engagement with council memberships, unit/hospital projects, hospital activities, improving awareness r/t Pathway to Excellence/Strategic Plan, etc.
5. Fall Risk Identification Assessment reevaluated.
6. Chemo Competency update for skills fair.
7. More Community Outreach

# Projects Accomplished

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Date Assigned* | *Projects* | *Involved staff* | *Comments* | *Due Date* | *Completion Date* |
| 1/2022 | Team Jackets | Carolynn |  |  | 5/2022 |
| 5/2022 | Education Huddle | Carolynn | Topic: Events reporting |  | 5/2022 |
| 6/2022 | Education Huddle | Michele | Topic: Downtime Protocol |  | 6/2022 |
|  |  |  |  |  |  |

1. **Continued Projects**
   * **Hospital-wide:**
     + Port/PICC lock Policy Review
       - Discussed December meeting/assigned January
   * **Unit specific:**
     + Monthly Education Boards/QR Code Videos
       - Suggestion: drawing names to assign a month to each nurse
2. **New Projects**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Date Assigned* | *Projects* | *Involved staff* | *Comments* | *Due Date* | *Completion Date* |
| 1/2022 | Team Jackets | Carolynn |  | TBD | 5/2022 |
| 1/27/22 | Fun Fridays/Unit Activities | All Staff | See Final Page  Goals: team building/morale boosting | Monthly | N/A |
| 1/27/22 | Policy changes for Ports/Piccs | Port- Michele/Carolynn  Picc-Greg/Bethany | Pulsating Push Power Point Sent to MK 5/16, awaiting feedback | TBD |  |
| 1/27/22 | Taxol Titration | Michelle |  | TBD | Cancelled |
| 1/27/22 | Monthly Education | Nursing Staff | One nurse/month | Beginning in March | Ongoing Monthly |
| 2/24/22 | Four-10s Proposal | Carolynn w/ suggestions from all | 4/5/22—identified that a task force with key stakeholders needs to be established moving forward | 3/8/22 | TBD  \*On Hold\* |
| 3/10/22 | Safety/Fall Risk Identification Plan |  | See notes above | Task force meeting #3  6/9/22 |  |
| 3/10/22 | Community Outreach Projects | All staff\* | * Suggestions:   Fundraisers for food bank, pet food for shelter donations, Christmas-toy drive/adopt a family   * Can be integrated into monthly activities | TBD |  |
| 4/8/22 | Saline Rinse Policy |  |  |  |  |
| 4/8/22 | Chemo Competency Work Group |  | * EBP for Train the Trainer content * 1:1 chemo competency format * 25 question quiz content | ONS On-Demand presentation 6/13/22  Meeting #3 6/16/22 |  |

1. **Unit Needs/Issues (equipment, staffing, etc.)**

**\***Reusable hotpacks instead of hot gloves

**\***Improved securement dressing for On-Pro

|  |  |
| --- | --- |
| **S**  **Situation** | **What are the needs/problems?** |
|  |
| **B**  **Background** | **What is the information collected regarding the problem?** |
|  |
| **A**  **Assessment** | **Consideration of options?** |
|  |
| **R**  **Recommendation** | **What is requested?** |
|  |

1. **Staff Education (in services, technology, poster boards)**
   1. Monthly Nurse Education:
      1. January- missed
      2. February- missed
      3. March- missed
      4. April- missed
      5. May- Carolynn—Event Reporting
      6. June (7/8/22) - Michele-Downtime Procedure/Binder
      7. July- Lisa
      8. August-
      9. September-
      10. October- Annual Nursing Skills Day
      11. November-
      12. December-
   2. REMEMBER required 12 hours of Oncology related CEUs per year.
   3. Down the road:
      1. Potential for Cold Cap?
      2. Potential for education r/t policy change of Port/PICC locking.
      3. Other Suggestions?
2. **Next Month’s Agenda Items**
   1. What do you want to discuss?

**Fun Fridays/Monthly Unit Activity Ideas**

* January- Super Bowl Chili Cook-off
* February- Valentine’s Decorations, Kiss Jar guessing contest, Cupcake Wars
* March- St. Patrick’s Day Decorations, Baby Showers, Leprechaun Shenanigans, Pizza Friday?
* April- Easter Decorations, Easter Egg Hunt,
  + 4/21/22: Administrative Professionals Appreciation Day
* May- Fun Fiesta Friday for Oncology Nurses Month, Spring Decorations
  + Nurses Week: May 2-6
* June- Baby Picture Contest, Yard Sale for fundraising—6/25/22 @ Carolynn’s neighborhood yard sale
* July- 4th of July Decorations, Taco Tuesday (sign-up sheet to come)
* August- Winery Night; Chopped Contest at Carolyn’s house with team leaders: Sam and Michele
* September-Educational Escape Room; Breakfast Buffet with donation jar to benefit Sunshine fund
* October- Halloween Decorations, Pumpkin carving and costume contest, Breast Cancer Awareness Month
* November- Thanksgiving Decorations, Auction for fundraising, Game Night
* December- Christmas Decorations, \*\*NEED A XMAS TREE(S)\*\* Build Gingerbread Houses

Extra Ideas:

* Staff Superlatives