



Augusta Health Registered Nurse Professional Development Program

Roadmap Supporting Documentation Template

****One Category per Sheet****

- X Transformational Leadership
- Structural Empowerment
- Exemplary Professional Practice
- New Knowledge, Innovation, & Improvements

Description/Details of Activity:

Member of ANA/VNA/AACN – Utilize resources they can supply for CEU, as well as newspaper sent to home and magazine to keep up to date on the changing environment and hot topics in nursing. ANA sends daily updates via email on changes especially in COVID right now and looks to support the nurse emotionally and physically if needed.

Precept Capstone Student – opportunity to facilitate in the education of our up-and-coming nurses as they close to graduation. Gives the student a brief snapshot on the actual day and the life of nursing by really in the trench's nurses. Allows for teaching of time management as well as charting and learning the skills so the muscle memory becomes second nature.

Precept newly graduated nurses to their new careers. This includes charting, time management, patient care and solidifying their skills on assessment and critical thinking. In addition, educate on procedures, post procedures, and plans of care associated with those procedures.

Unit Council Vice Chair - Fill in when chair unavailable, participate in meetings and education of floor staff with unit projects, bring new ideas to meetings from PCU team.

Employment Engagement Committee Member - Share information regarding upcoming events and encouraging others to participate in some of the fun things the EEC does. Encourage truthfulness on the survey as well as participation. Bring ideas and participate during meetings and continue to be enthusiastic about AH.

Dates of Meetings/Involvement:

See "AH NPDP Supporting Documentation Log" for evidence of dates

Clinician Signature: Anne P. Huskey Date 9/17/21

Supporting Signature: MS Duke RN Date 9/21/21

(Must be someone in leadership role or in attendance at the activity/event to verify your involvement)



Augusta Health Registered Nurse Professional Development Program

Supporting Documentation Log

****One Category per Sheet****

- X Transformational Leaders
- Structural Empowerment
- Exemplary Professional Practice
- New Knowledge, Innovation, & Improvements

Date	Time (Total Hours)	Activity or Event Name	Name of student / new team member	Activity description / Topics discussed	Validation Signature* (see pg. 2)
January 31, 2021- January 31, 2022		Professional Nursing Organization Member (ANA, AACN, VNA)		Keep up to date on the latest changes in nursing, using for CEU, reading supplied literature on	Sabine Dukes, BSN, RN, PCCN-CMC
January 18-March 6, 2021	180 hrs	Precept Capstone student in last semester prior to graduation	Brittany Entz	Orient and visit nursing skills needed for soon to graduate RN program. Teaching of time management, charting, refreshing of skills learned. Ability to manage 4-5 patients alone.	Sabine Dukes, BSN, RN, PCCN-CMC
October 25, 27, & 31, 2020 November 1, 3, & 4, 2020	72 hrs	Precept new nursing to PCU in preparation to being a new floor nurse	Courtney Arey <i>Primary</i>	Educating on charting, patient flow, time management and increased skill for being a	Sabine Dukes, BSN, RN, PCCN-CMC

				new independent nurse on the hospital floor.	
May 2-4, 17, 18, 20, 24, 25, & 29, 2021	108 hrs	Precepting new hire to PCU	Jessica Bright, RN <i>Primary</i>	Facilitate skills on charting, patient flow, time management for being a PCU nurse	Sabine Dukes, BSN, RN, PCCN-CMC
August 10, 16, 17, 21, 22, 23, & 30, 2021	80 hrs	Precept new nursing to PCU in preparation to being a new floor nurse	Carlyn Gingerich, RN <i>secondary</i>	Educating on charting, patient flow, time management and increased skill for being a new independent nurse on the hospital floor.	Sabine Dukes, BSN, RN, PCCN-CMC
July 6, 2021, and August 9, 2021	24 hrs	Precept new nursing to PCU in preparation to being a new floor nurse	Sherrie Garcia, RN <i>secondary</i>	Educating on charting, patient flow, time management and increased skill for being a new independent nurse on the hospital floor.	Sabine Dukes, BSN, RN, PCCN-CMC
July 12 & 13, 2021	24hrs	Precept new nursing to PCU in preparation to being a new floor nurse	Kathryn Ancarrow, RN <i>secondary</i>	Educating on charting, patient flow, time management and increased skill for being a new independent nurse on the hospital floor.	Sabine Dukes, BSN, RN, PCCN-CMC
October 2020 - Present		Vice Chair Unit Council		Fill in when chair unavailable,	Sabine Dukes, BSN, RN, PCCN-CMC

				participate in meetings and education of floor staff with unit projects, bring new ideas to meetings from PCU team	
August 2020 - Present		Employment Engagement Committee Member		Share information regarding upcoming events and encouraging others to participate in some of the fun things the EEC does. Encourage truthfulness on the survey as well as participation. Bring ideas and participate during meetings and continue to be enthusiastic about AH.	Amy Hougan, MSN, RN, CNL

Clinician Name: Anne Riskey Date: 9/17/21
 Clinician Signature: Anne Riskey Date: 9/17/21

VALIDATION SIGNATURE PAGE

*Validation signatures must be someone in leadership role or in attendance at the activity/event to verify your involvement in the stated hours on the Supporting Documentation Log

Activity / Event Name: Professional Nursing Organization Member (ANA, AACN, VNA)
Date: 1/31/21 - 1/31/22

Validation Signature: *AS Duke RN* Date: 9/21/21

Activity / Event Name: Brittany Entz Date: 1/18/21 - 3/8/21

Validation Signature: *AS Duke* Date: 9/21/21

Activity / Event Name: Courtney Arey Date: October 25, 27, & 31, 2020, November 1, 3, & 4, 2020

Validation Signature: *AS Duke RN?* Date: 9/21/21

Activity / Event Name: Jessica Bright, RN Date: May 2-4, 17, 18, 20, 24, 25, & 29, 2021

Validation Signature: *AS Duke RN* Date: 9/21/21

Activity / Event Name: Carlyn Gingerich, RN Date: August 10, 16, 17, 21, 22, 23, & 30, 2021

Validation Signature: *AS Duke RN* Date: 9/21/21

Activity / Event Name: Sherrie Garcia, RN Date: July 6, 2021, and August 9, 2021

Validation Signature: *AS Duke RN* Date: 9/21/21

Activity / Event Name: Kathryn Ancarrow, RN Date: July 12 & 13, 2021

Validation Signature: *AS Duke RN* Date: 9/21/21

Activity / Event Name: Vice Chair Unit Council Date: 10/2020 - Present

Validation Signature: *AS Duke RN* Date: 9/21/21

Activity / Event Name: Employment Engagement Community Member Date: August 2020 - Present

Validation Signature: *Amy Horgan, RN* Date: 9/13/21

Activity / Event Name: _____ Date: _____

Validation Signature: _____ Date: _____

****Each activity from log on pg. 1 should have a corresponding signature for validation***

American Nurses Association
ANA & State Membership



Anne R Liskey
Virginia Nurses Association
Member ID: 04156838
Expires: 01/31/2022

www.nursingworld.org

**PCU Council
Meeting Minutes
August 18, 2021
Location: Command Center
Time: 12:30pm-2:00pm**



Nursing's Mission Statement: *Caring for our community with compassion, skill, and knowledge*

Nursing's Vision Statement: *Ensuring a legacy by advancing the art and science of nursing through evidenced based practice and collaborative care.*

Progressive Care Unit Council Mission Statement *Provide each patient with unique and competent care. By utilizing a specialized set of skills, wide knowledge base, and a full spectrum of holistic care, we strive to meet the challenges that individuals face with a diverse care team that embraces the distinctive qualities of each other.*

Members	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Director: Sabine Dukes, BSN RN, PCCN-CMC	x	x	x	x	x	X	X	X				
Chair: Hannah Janes, BSN RN	x	x	x	x	x	X	-	X				
Vice-Chair: Anne Liskey, BSN RN	x	x	x	x	x	-	X	X				
Secretary: June Miller, BSN RN	x	x	x	x	x	X	-	X				
Susanna Carter, BSN RN-PCCN		x	x	-	x	X	X	X				
Katrina Knight, BSN RN-PCCN	x	x	-	x	x	X	X	X				
Audrey Martin, BSN RN	x	x	-	x	x	X	-	X				
Amy Rankin, RN	x	x	x	-	-	X	-					
Debi Davis, PCT		NM	x	-	-	-	-					
9 voting members (6 voting members required for qorum) NM = new member (-) = absent x = present												

PCU projects/ issues:

- Handwashing audits
 - Plan to create handwashing training videos by next UC meeting

- Trashcans in pod areas – still awaiting feedback to see if this is plausible
- PCU Project:
 - “Finding your voice”
 - Patients are reporting higher satisfaction with medication teaching/knowledge, so this truly is a valuable effort!
 - Discussed sharing this format/practice with other units
- Performance Improvement:
 - Daily Weights:
 - Audits will be completed in the following weeks to assess individual compliance
 - Will attempt to see if we can get an automatic print-out of those requiring standing daily weights
 - Standards of Work checklists
 - PCA checklist is in the med room for reference
 - Secretaries to draft standard of work for setting up charts – Hannah will follow-up to obtain
 - Katrina will draft a chest tube checklist by the September UC meeting
 - Materials management
 - Keeping our supply room stocked appropriately is dependent upon proper scanning of materials removed
 - There is a “PCU Material Log” at the secretaries’ desk to keep track of each item that we have to call materials to restock. This will allow accurate tracking of items and determine if we need a higher par level, or if we have an ongoing scanning issue.
- PCU Money
 - PCU has approximately \$500 to spend!
 - Please share your ideas with any unit council member.
 - The UC is suggesting that we have unit t-shirts made. Per Sabine, we could have a standardized day of the month to wear these on the unit.

Shared Governance Council:

- Unit Rep: Katrina is retiring from this role! If you have any interest in filling her spot, notify Katrina or Sabine asap

Employee of the Month: deferred until September due to lack of nominations

Next meeting: September 22, 2021



**AUGUSTA HEALTH
EMPLOYEE ENGAGEMENT COUNCIL
MINUTES**

September 15, 2021

Members: (**indicates member participating*)

*Sherri Carter, Chairperson
*Justin Hill, Vice Chair
*Brittany Fox, Secretary
*Amy Hogan
*Anne Liskey
Ashleigh Harman
*Bethany Lotts
*Bobbi Hughes
*Byron Crump
Casey Knight
Colton Berrington
Crystal Lambert

Dana Shomo
*Danielle McCray
*Jaqie Feldstein
Jennifer Robichaux
Kiera Barker
*Lindsey Grimm
*Mary Dull
*Melanie Benson
*Michael Lotts
Michelle Bradley
Nolan Hodge
*Trisha Fillion

Advisors: (**indicates advisor participating*)

John Boswell
*Richard Covington
Katie Adams
Lisa Craig
Andrea Haley
Tony Helmick

*Jeff Long
Mary-Kate DePriest
Jan Kitts-Cook
*Lori Showalter
*Susannah Via

I. WELCOME

Attendance was taken.

II. TEAM MEMBER GIVING CAMPAIGN – SUSANNAH VIA

Susannah Via provided an overview of the 2021 Team Member Giving Campaign. The campaign will be advertised to employees through email and letters home. There are incentives planned (raffles and gift cards) to encourage donations. The Employee Engagement Council can help by promoting the campaign with coworkers and explaining how the Augusta Health Foundation works:

- 100% of proceeds go to donations; No money is taken out to cover administrative costs
- All donations are tax deductible
- Gifts can be given through payroll deduction, cash, credit card or donating PTO hours
- Departments can apply for grants through the Foundation if a need arises

III. COUNCIL COMMITMENT AND TERMS – JUSTIN HILL

Given the evolving nature of the pandemic, we want to confirm your commitment to the council going forward. We fully understand that your ability to commit to the council may have changed due to fluctuations in job responsibilities and time constraints. An email will be sent to all council members to

confirm their commitment. Please respond by September 30th so we have an understanding of what our recruitment efforts should look like going forward.

IV. NEW MEMBER RECRUITMENT – SHERRI CARTER

The Employee Engagement Council was designed to represent all major service lines within Augusta Health. Once we understand where some of our vacancies within the council may be, we would like to pinpoint our recruiting efforts to identify areas for representation and improve the recruiting process.

Brittany Fox reviewed the new (draft) nomination form with the council for review and approval. The form will be sent via email to the council members to review prior to finalizing. The council was in favor of using Survey Monkey for nomination submissions.

V. FUTURE RECOVERY / RESLIENCE SUPPORT – RICHARD COVINGTON

We feel it is important that the council has a clear vision of the mission and the path that we are planning to pursue. In 2021, we will be partnering with Shared Governance to lead the "Taking Care of Us" initiative. Our goal is to develop a two-way dialogue between the council and every team member. This will be vital in increasing communication throughout the organization and making sure everyone has a voice and that their voice is heard. We want this initiative to evolve into effective communication, listening and helping develop action plans to help Augusta Health not only survive this pandemic, but thrive afterwards.

We have received numerous engagement ideas that were submitted by Augusta Health team members. A document that contains these ideas and upcoming events/celebratory days will be emailed to the council for review and input. Our next step is to begin putting some of these events / ideas into action.

Discussion ensued regarding the formation of subcommittees to help with this body of work. What does that look like? The council suggested "planning/organizing", "communications", "recognition", and "education" as possible subcommittees. The council will need to consolidate these concepts into three groups and then help align objectives within each.

Lindsey Grimm discussed the importance of maintaining two-way communication with other team members. Perhaps this can be built into one of the subcommittees as a focus point.

Jeff Long discussed the importance and impact that the therapy dogs bring to the nursing units. He hopes we can keep this initiative moving forward.

VI. ADJOURNMENT & NEXT MEETING

The next scheduled meeting of the Employee Engagement Council will take place on October 20, 2021 at 2:00 p.m. There being no further business, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Brittany Fox
Secretary, Employee Engagement Council