



Charter
Oregon Nurses Association's Professional Nursing Care Committee
at St. Charles Prineville

A. Title: ONA's Professional Nursing Care Committee at SCP

B. Purposes:

1. Make recommendations for improvements in patient care and nursing practice by utilizing evidence-based practice.
2. Provide guidance to staff nurses on issues which are barriers to safe nursing practice.
3. Promote advanced certification and education among staff, and allocate educational funds appropriately.
4. Collaborate with the Staffing Committee as needed to maintain safe staffing.
5. Create and celebrate a culture of excellence in the nursing work environment at St. Charles Prineville.

C. Membership:

1. The Committee shall be composed of four (4) RN's employed by the Hospital.
2. Members shall be elected by the registered nurse staff at the hospital.
3. Election rules should be set up to elect new members to include holdover members, and not more than two representatives from each clinical area.
4. Terms of service will be at the Committee's discretion.

D. Roles and Responsibilities:

1. **Chairperson:** Delegates tasks to PNCC members, facilitates meetings, sets agenda, assures there is follow-up on actionable items, and acts as liaison between PNCC and Administration.
2. **Co-Chair:** Keeps detailed records of educational funds, and gives updates to PNCC members and administration of the allocation of funds and any pending transactions. Records the number of nurse's who utilize the fund and makes recommendations to the committee on increasing yearly funds based on need. Chair alternate.
3. **Secretary:** Types meeting minutes and distributes to committee members, ONA Rep, and Administration. Works with members of the Committee, and current ONA Rep on PNCC quarterly newsletter.
4. **Nursing Practice Facilitator:** Attends Staffing Committee meetings, and reviews staffing reports. Reports findings and potential concerns to PNCC members for further evaluation and recommendations for safe staffing. Orients newly hired RN's to PNCC function.

E. Member Responsibilities:

1. Must attend 75% of meetings yearly. Shall contribute to and participate in discussion of issues.
2. Is responsible for bringing forward issues identified in his/her clinical area, as well as the organization in general, and contributes solutions by using evidence based practice.
3. Practice formal discussions during meetings utilizing a problem solving process, while considering issues that include intended as well as unintended consequences.
4. Is respectful of other member's concerns, beliefs, and ideas which may not align with one's own. Encourage open discussion on issues, while resolving issues based on member consensus.

F. Meeting Dates and Times:

1. All PNCC meetings will be planned 2 months in advance.
2. Each monthly meeting length of time will be at the discretion of the committee members.

3. Annual meetings will be scheduled with Administration in attendance. The Administration may request special meetings with the PNCC Committee, and the PNCC Committee may do the same.
4. Meeting times will be posted to the bargaining unit via e-mail and ONA bulletin boards. The first half hour will be open to all bargaining unit members.

G. Record Keeping:

1. The Secretary of the PNCC Committee records and disseminates agenda and meeting minutes to members via e-mail.
2. Hospital Administrators will be notified of yearly meetings via e-mail.
3. Minutes will be posted on the ONA bulletin boards.

H. Agenda for the Year:

1. The PNCC Committee will establish yearly goals and a work plan with outcomes and activities based on need and interest.
2. Along with SCP Nursing Management, jointly reviews fund allocation criteria yearly.

I. Authority:

1. PNCC's authority comes from specific language in the ONA contract. The purpose is to enhance nursing practice at St. Charles Prineville.