Silverton Hospital Professional Nursing Care Committee Charter

A. Title: Professional Nursing Care Committee

B. Purposes:

1. Make recommendations for improvements in patient care and nursing practice.
2. Improve communication between staff nurses and nursing administration.
3. Members of PNCC participate in the Education Committee and make recommendations on Seminar Education Request forms for continuing education funds.
4. Participate in development of a strategic plan for nursing and for the facility.
5. Research, develop and implement innovations in patient care delivery at Silverton Hospital.
6. Review and respond to initiatives which enhance patient/family education by nurses.
7. Create and celebrate a nursing work environment at Silverton Hospital which is excellent.

C. Membership

1. Roles

   Leader:
   a. Set meeting schedule
   b. Create and distribute agenda and minutes
   c. Facilitate meetings
   d. Assure there is follow-up on actionable items
   e. Promote the function of the committee to the bargaining unit

Minute taker: Provided by nursing administration

Minutes are distributed to each member of PNCC to post in their department, Labor Relations Representative and ONA consultant

Nursing Administration representative: Director of Patient Care and Assistant Director of Patient Care (two). PNCC may request other representation from the nursing administration team.

Education: Orientation for new members. See handout from ONA consultant.

Draft #2 5/12/06
2. Term of office: Three years with rotating terms so that no more than two members change per year to maintain committee expertise.

See attached addendum.

D. Meeting dates and times

The meetings are scheduled for the second Friday of every month at 8:30 am.

E. Record Keeping

The minutes are distributed to the PNCC members. The members report back to their individual department. Labor relations representative and ONA consultant will be emailed a copy of the minutes.

F. Authority

1. The bargaining unit of the Hospital shall elect from its membership not to exceed five members of the unit who, along with not more than two representatives from the nursing administration, shall constitute the Professional Nursing Care Committee.

2. This committee shall meet monthly at a set time and date. Each committee member from the bargaining unit shall be compensated at the Nurse's regular straight-time rate of pay for all hours while in attendance at the committee meetings.

3. The committee shall prepare an agenda and keep minutes for all of its meetings, copies of which shall be provided to the Director of Patient Care.

4. The committee shall consider matters which are not proper subjects to be processed through the grievance procedure, including the improvements of patient care, nursing practice and staffing.

5. At the request of the unit members of the committee, the administration representatives may be excluded from portions of committee meetings. Administrative representatives shall not be excluded for more than 50% of the time at any given meeting. The committee shall at all times be chaired by a bargaining unit member.

6. The Hospital recognizes the responsibility of the committee the recommend measures objectively to improve patient care and will duly consider such recommendations and will so advise the committee of action taken.
G. Schedule for the year 2007:

January: January 12, 2007
February: February 9, 2007
March: March 9, 2007
April: April 13, 2007
May: May 11, 2007
June: June 8, 2007
July: July 13, 2007
August: August 10, 2007
September: September 14, 2007
October: October 12, 2007
November: November 9, 2007
December: December 14, 2007

H. Communication

The PNCC communication form is available to all nurses electronically or through their department representative.

Addendum to:

Term of office:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Term expiration</th>
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<tbody>
<tr>
<td>Patty Cokley</td>
<td>Emergency Department</td>
<td>2009</td>
</tr>
<tr>
<td>Sam Machado-Tiller</td>
<td>FBC</td>
<td>2009</td>
</tr>
<tr>
<td>Carol Lewallen</td>
<td>ED</td>
<td>2010</td>
</tr>
<tr>
<td>Stephanie Kaufman</td>
<td>ED</td>
<td>2010</td>
</tr>
<tr>
<td>Ida Wolfer</td>
<td>ED</td>
<td>2010</td>
</tr>
<tr>
<td>Jeanna Thurston</td>
<td>MS</td>
<td>2010</td>
</tr>
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