PROFESSIONAL NURSING CARE COMMITTEE (PNCC)

CHARTER

PURPOSE:

A. Review the practice of Nursing by staff nurses at Cascade Healthcare, including utilization and staffing of registered nurses.

B. Work for the improvement of patient care and nursing practice.

C. Provide guidance to staff nurses on issues, which are barriers to nursing practice or represent gaps in quality care and patient safety.

D. Develop recommendations to solve nursing practice issues and present consensus based on recommendations to staff nurses and to the Clinical Practice Committee for implementation.

MEMBERSHIP: THE COMMITTEE IS COMPOSED OF NOT LESS THAN EIGHT (8) RN'S AND NOT MORE THAN TWELVE (12) RN'S EMPLOYED BY THE HOSPITAL AND COVERED UNDER THE CONTRACT:

A. CHAIRPERSON: delegates tasks to PNCC members, facilitates meetings, sets agenda, facilitates communication between bargaining members and Administration, acts as a liaison between PNCC and Administration.

B. CO-CHAIR: representative to the Clinical Practice Committee, membership recruitment, chair alternate.

C. EDUCATIONAL DEVELOPMENT: disburse funds to bargaining unit members per contract and work instruction, keep detailed records of educational funds, and review records with administration. Work closely with administrative aide in record keeping of educational funds. This position requires two (2) RN's.

D. SECRETARY/COMMUNICATION: type meeting minutes and updates St Charles nursing web site, timekeeper at meetings. Sends via email, meeting minutes to hospital CEO and CNO per contract timelines.

E. STAFFING REPORT MANGER: reviews staffing reports (SIR and SRDF) compiles and stores data on a monthly basis related
to reports. Liaison with ONA regarding the SRDF reports. Makes recommendations to committee regarding follow up and potential actions r/t report data.

F. PNCC OUTREACH: liaison with the Unit Practice Committees; orientation of new hired RN’s to PNCC function; coordinate educational offerings sponsored by the PNCC.

G. PRACTICE ISSUE FACILITATOR: an RN on the committee who will provide leadership in the process of moving a practice issue through the process of evaluation to eventual resolution.

III ROLES AND RESPONSIBILITIES OF MEMBERSHIP:

A. Must attend 75% of meetings yearly, shall contribute to / participate in discussion of issues. Is responsible for bringing forward issues identified by staff nurses as well as potential solutions from his / her clinical area and the organization in general.

B. Will ensure that the problem solving process is used to consider issues, will ensure that recommendations from the PNCC include consideration of intended as well as unintended consequences.

C. Will seek evidence-based solutions to nursing practice problems.

D. Practice Formal Based Consensus, utilizing it’s principles and group dynamic broad concepts.

IV MEETING DATES AND TIMES:

A. All PNCC meetings will be planned for 6 months in advance

B. Each monthly meeting will be 2.5 hours in duration; quarterly meetings will be set up with administration in attendance

C. Meeting times will be posted to bargaining unit via email and ONA bulletin boards. The first half hour will be open to all bargaining unit members.
RECORD KEEPING:

A. Agenda and meeting times sent to members via email

B. Hospital Admin. Notified of quarterly meeting via email.

C. Minutes on stcharlesnursing.org website under PNCC tab.

AUTHORITY: PNCC’s authority is derived from bargaining unit members, to enhance the practice of nursing at St Charles Med. Ctr. With this authority the PNCC will develop recommendations to be presented to the Clinical Practice Committee. All recommendations of the PNCC, as determined by a review of the Clinical Practice Committee, will be implemented.

*Note attachments: (UPC liaison job description; Practice Issue Facilitator job description and process; Formal Consensus Power Point)