LOCATION: Video: Microsoft Office Teams

ATTENDANCE:
Present: Lori Curtis, Amy Gonzalez, Tiffany Eder, Pam Bacon, Linda Sheffield,
Absent: Jennifer Spezza, Erika Stardig

PNCC
- Reconfiguration and expansion with new contract (the addition of disciplines)
- Review of PNCC by-laws established 2007
  - Need to review, rewrite will revisit after new contact

Review Response from Management Re: July Meeting
- Email response from Hospice management; none from HH
- Will request HH response (Lori to request)

Chain of Command Nursing and lack of Nurse Managers
- Teams with nurse managers and non-nurse director.
  - Are there any nurse directors? Who do managers, who are nurses report to?
- Nurse managers' report to Executive Nurse Director?
- What is chain of command?
- PNCC Recommend: Clearly identify nursing chain of command
- Unable to clearly identify management discipline (OT, PT, SLP); risk a nurse consulting non-nurse manager in nursing issues, and this is outside scope of practice
- PNCC Recommend: all management add discipline title to name (on TEAMS and badges)- On TEAMS-this ability is available using IAm function

Caseloads/Staffing
- Varies: hospice, home health, non-nurse clinicians
- Need to have a cap to ensure quality, safe care.
- High caseloads may result in plan of care not up to date, lack of continuity of care, lengthy episodes, nurse burnout and poor job satisfaction
  - We see that most Home Health Centers of Excellence (64%) have case manager caseloads of 20 to 25 patients. The remaining had caseloads of 19 or less. Caseloads of higher than 25 directly correlated with diminished quality and patient satisfaction.
  - 2021-2022 National Healthcare at Home Best Practices and Future Insights Study- Berry Dunn
- PNCC Recommendations: Assign max caseloads of 25pt -1 FTE in home health, 13 pt-1 FTE Hospice
- Flexing Time: could instead be used for case management, but would negatively impact productivity
• Coding of timecards in Kronos- Lori to share guidelines

Safety Plan
• Need for algorithm
• Already being worked on- Twilla Harrington, Shaune Mattsson
• Oregon Region Violence Workplace Committee
• PNCC will request review before implemented (see file of Workplace Violence email in PNCC files)
• PLAN: Pam to email Twilla and Shaune

Clinical Ladder
• Status- was to be in place x1 year- status?
• PLAN: Ask Carrie Merrel

Weekend/Holiday Equity
• Weekend work is required of all home health RN
• Weekend scheduling for South Team is not evenly distribute
• Problem South Team: Inequality of weekend workload- Some nurses working 6 weekend days over 6 months and some working as little as 1 weekend shift over 6-month period
• Follow up: Per management, this was only an issue on South Team
• August 3, 2023 PNCC and Kristen reviewed options and both agreeable to Option 1:
  o **Option 1** - Start with the most-senior RN at South and ask if they would like to "give back" a weekend shift that they have signed up for. We will reassign it to the least senior RN(s) who did not sign up for enough shifts, ensuring that nurses are not scheduled more frequently than every 3rd weekend, according to current contract language. We would repeat that process until all qualifying South RNs had the same number of weekend shifts scheduled through the end of 2023
  o PROBLEM: Option 1 has not yet be implemented and now the September 2023 schedule has been published.
  o PLAN: Lori will email Kristen for update
• Holiday inequality- According to Project coordinator: if a new hire starts after the following years holiday schedule is published then they are not required to work a holiday; but manager reports this was a misunderstanding and now all South Team nurses are on the holiday schedule.

PNCC Members
• Current
  o 1. Lori Curtis, Hospice, West
  o 2. Tiffany Eder, Hospice Float West
  o 3. Amy Gonzalez, Home Health, South
  o 4. Pam Bacon, Psych RN West
  o 5. Erika Sterdig, Home Health Clark County
  o 6. Linda Sheffield, Liaison STV
7. Jennifer Spezza, WOCN East

- Alternatives
  - Colleen Chimienti
  - Alicia S.
  - Maria Opie

- PLAN: Lori to send emails to members and alternates
- Extra 2 hours allowance per/month for PNCC members to tend to meeting prep & clerical duties (currently 1 hour chair & 1hr secretary/note-taker although note taker has not been taking this hour)

Upcoming Meetings
- Today- all of management cancelled today’s meeting this morning
- PLAN-Need to confirm management attendance in advance and consider changing dates if needed

SRDF Quarterly Meeting September 5
- Management to attend
- Send invite sent
- PLAN: Lori to provide copies of SRDF in advance
- PLAN: Amy to send email to management (alternative date 9/19/23 if necessary)

2023 PNCC Meeting Dates
- September 5, 2023, SRDF Special Meeting with Management
- September 19, 2023, PNCC Monthly Meeting; invite Twilla and Emily to discuss Safety Plan
- October 3, 2023, PNCC Monthly Meeting
- November 7, 2023, PNCC Monthly Meeting
- December 5, 2023, PNCC Monthly Meeting

Next Meeting
09/05/2023 SRDF- Special Meeting
09/12/2023 PNCC Teams