PNCC Meeting Minutes
09/16/2021
1430-1630

LOCATION: Video: Microsoft Office Teams

ATTENDANCE:
Present: Maureen Cooper-Gaine, Amy Gonzalez, Joy Choy, Tiffany Eder, Steve Lowry, Ashley Bromley
Guest: Corinne Schaefer, Emily Bennet

LPN Supervision
- Response from Emily
  - will upload to TEAMS LPN file
- Telephone orders
  - unclear if co-signer required
- Plan of Care (POC)
  - Can LPN update and add interventions?
  - LPN reports not all wound care plans are up to date.
    - This is occurring more often when working for other branches
  - Need RN CM to keep POC up to date
- What is LPN process for reporting changes in condition or need for advice? Who does LPN report/consult with regarding concerns?
  - Case manager
    - How is case manager identified?
    - Who covers case manager if case manager not working (example: PTO, LOA)?
    - What is job description of case manager?
    - What is role of case manager?
  - Supervisor
    - How is RN supervisor identified? (Especially when working for a branch outside normal area)
      - Need clear identification of who is RN supervisor (resource person for the LPN)
      - Hospice sends out daily email with staffing and resource information
    - What is chain of command?
- Communication between RN/LPN is inconsistent
  - Report/updates
    - When and how often?
    - Updates to POC such as next INR, FC change, new wound care orders? What is the form of communication (phone calls, emails, TEAMS, in basket)

Meeting with Management to Review LPN Process/Issues: Emily Bennet and Corinne Schaefer
- Need to Identify RN case managers
  - No longer using case manager title in Care Teams
    - This may have been because of an EPIC situation
    - Corinne will follow up
- LPN verbal orders
  - Clarification: LPN do not require co-sign
- The process of reporting changes in wound condition to MD
  - LPN call to MD but unclear about making recommendations in wound care
• MD often depend on HH RN expertise to guide wound care POC

• Need to identify RN supervisor (resource person for LPN) especially when working in unfamiliar territory
  o Explained Hospice daily report
  o Emily will look into this

• Case manager
  o Need clarification:
    ▪ Case manager description
    ▪ Difference between SN and case manager
  o How are case managers time accounted for?
    ▪ Non-productive, paid time
  o Possible solutions to case management clarification needs
    ▪ Clinical ladder project
    ▪ Request CPC assistance (Amy will request)
    ▪ Corinne will locate previous case management information

• Plan
  o Will schedule meeting to meet with Kristine, Emily, Corinne at next PNCC
  o Request CPC assistance to help clarify role of Case manager (Amy to request)
  o Will email management with initial recommendations (Amy to initiate)

PNCC Business

• PNCC to consider delegating issues to different Providence work groups
  o Next meeting explores work groups and their goals/function

Next meeting October 21, 2021 via TEAMS 1430-1630
Invite management: Kristine, Corinne, Emily