

Nurse Practice Council Meeting Minutes

Time:	0730-1630	Location:	T&D 4
Date:	11/8/2007	Next Meeting:	12/13/07

Attendees

✓	Achamma Abraham	✓	Aleyamma K. George	✓	Kunjoonjamma James	✓	Gace Sam
✓	June Becerra	✓	Cindy Gilliland			✓	Susamma Samuel (Secretary)
✓	Brigitte Beeson	✓	Selina Glover	✓	Stephanie Kilbarger (Prizes)	✓	Jana Seale
	Kim Brinkman (Past President)	✓	Janet Grammer (Nurse Appr/Survey)	✓	Amber Kozak (President)	✓	Jane Tauson
✓	Melanie Casey	✓	Alisha Gunter	✓	Aleyamma Mathew	✓	Yolanda Thompson
✓	Susan Cauley (PUPS Co-Chair)		Levet Hamilton	✓	Susie Mathews		Ann Varghese
✓	Donna Cooper	✓	Kathy Harrelson	✓	Mercy Ouseph	✓	Shannon Wiggins (Secretary)
	Sheila DePaola	✓	Doris Hill (Nominations)	✓	Brandi Perez		
✓	Gabriel Fruge (Communications)	✓	Karen Hollis	✓	Renee Roberson		

Time	Speaker / Participant	Discussion / Agenda Item	Decision / Action Required	Action Assigned Due Date
0730	Amber Kozak	Welcome		
0745	KCI Rep.	Explanation of PUPS National Database		
0800-1200		PUPS Survey		
1100-1200		Lunch		

Time	Speaker / Participant	Discussion / Agenda Item	Decision / Action Required	Action Assigned Due Date
1230	Amber Kozak	<p>11/29 Next NEC meeting and the NEC will be reorganizing to make it smaller. NEC will also be forming another committee as an offshoot of the NEC called the Nurse Staffing committee. The NPC and Peer Review will still be reporting to the NEC.</p> <p>October minutes were reviewed</p>	Amber to email October minutes to NPC members	
1300	Amber Kozak	<p>Flowcharting- Each nurse should take a Policy & Procedure or a process that is complicated to flow chart. Dr. Crossley will be at the next NPC meeting and the flow charts will be presented to everyone in the NPC and Dr. Crossley. It may be helpful to go to the library and find an article that discusses best practices to help clarify a particular process.</p>	A flowchart will be completed by each member by the December meeting and 3-5 minute discussion to Dr.Crossley and NPC members.	12/13/07