**National Nurse Staffing Task Force**

**Meeting 4: June 27th, 2022 6pm-8pm EST, 3pm-5pm PST**

***THESE MEETINGS TAKE PLACE ON ZOOM –*** [***THIS IS THE LINK***](https://www.google.com/url?q=https://us06web.zoom.us/j/83061612080?pwd%3DbEZLQmFDV0ZSNklCK0V1RDBRWGFTUT09&sa=D&source=calendar&ust=1654456585165887&usg=AOvVaw0SV6RIAch1EY403BivNJdG)

**OBJECTIVE OF THE MEETING:**  Reach practical consensus on a shared definition (Outcome 2), create bullet points for the 5 principles that comprise our philosophy (Outcome 3)

**Agenda:**

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| **ITEM** | **Facilitator** | **Time****(end time)** |
| **Identify meeting roles** (Meeting facilitator, Timekeeper Minute taker-Wendy Cross, Queue keeper, Chat monitor)**Announcements**  | Sarah Delgado  | 5 minutes(6:05pm)  |
| **Statement of meeting objective**: Reach practical consensus on a shared definition (Outcome 2), create bullet points for the 5 principles that comprise our philosophy (Outcome 3)  | Sherry Perkins  | 5 minutes(6:10pm) |
| **Think Tank Video**  | Sherry Perkins  | 10 min(6:20pm) |
| **Present Definition, revised based on Survey (Outcome 2)** Appropriate staffing is a dynamic process that aligns the number of nurses, their workload, expertise, and resources with patient needs in order to achieve quality patient outcomes within a healthy work environment.   | Lesly Kelly | 10 min(6:30) |
| **Introduce Small group work to establish our philosophy (Outcome 3)** Based on 5 concepts selected on participant survey  | Katie Boston-Leary  | 5min(6:35pm) |
| **Small group work:** teams of participants will amend/revise/validate one bullet each for the philosophy **TRANSFORMATION:** Nurses can drive transformation in staffing through innovative thinking to improve the provider and patient experience. (Lesly)**ACCOUNTABILITY**: Accountability/Nurse-driven (consider agile too) Accountability for staffing is shared among organizational leaders, unit managers and direct care nurses. Leaders are accountable for identifying and correcting resource gaps that lead to inappropriate staffing. Nurses are accountable for allocating staff resources to match patient needs and reallocating as those needs change and evolve. (Kiersten)**COLLABORATION**: Exhibiting behaviors of collaboration that are defined by common goals, shared authority, power, and decision making based on knowledge and experience. It leads to improved efficiency, more holistic and user-centered care. Interprofessional collaboration within healthcare results in people working together in providing services for the benefit of the user. (Linda) **EQUITABLE**: Equitable means that the distribution of the workload among staff and the distribution of care to patients is a just and unbiased process. (Sarah)**SAFE**: Availability of appropriate staff for the accountable, collective and uncompromising focus on effectiveness, quality and optimal care delivery in every setting (Katie)  | Katie Boston-Leary, Linda Cassidy, Kiersten Henry, Lesly Kelly, Sarah Delgado  | 30min(7:05pm) |
| **Small group report-out:** one member of each group will present a 2-minute report out about their bullet point | Brian Sims  | 15min(7:20) |
| **30 second Key Take home points:** *Future focused- what is your vision for the Task Force work?* | Brian Sims  | 30min(7:50) |
| Adjourn the Meeting with final thoughts- Chairs  | Sherry Perkins/ Brian Sims  | 5 min  |
| **Next steps**: Our next meeting is July 18th, 2022 6pm-8pm Eastern/3pm-5pm Pacific and we will be launching into our recommendations. Agenda to go out July 11th 2022  |