

COMMUNICATION COMMITTEE MEETING MINUTES

June 12, 2015 Time: 1100-1300 Place: Raritan Bay Medical Center		
This meeting was called to order by: Cathy Herrmann		
Attendees: Annie Shelton, Maureen Hubka, Josephine Budino, Tirso Ballesteros, Cathy Herrmann, Joe Giles, Mariekarl Vilceus-Talty, Pamela Walsh,,		
AGENDA	DISCUSSION	DECISION - REFERRAL
PEOPLE		
Membership	Everyone introduced themselves and discussed electronic medical record EMR at individual hospitals. Topics include provider computer orders entry (CPOE) and medication reconciliation. We have membership from the following hospitals at this point- HackensackUMC, Atlantic Care Medical Center, Raritan Bay Medical Center, Centra State, Hunterdon, Jersey City Medical Center and St Josephs Regional Medical Center.	Continue to recruit members with IT background, strong writing skills for Magnet components and creative thinkers for dissemination of information.
QUALITY		
SERVICE		
Communication-Web site	<ul style="list-style-type: none"> It was noted that the password “magnet” is not allowing access to different sections –such as committees and minutes.. Minutes from all sub committees could be posted. Cathy will send out the minutes within 2 weeks of this meeting and approvals should be sent back within the next 2 weeks. Everyone agreed to go to their hospital public Relations department and we would like to post the demographics and a short bio on the web site. All marketing for educational sessions that will be offered should be placed on the homepage. Any forms and templates that will be utilized for communication will also be placed on the web site. 	E-mail sent to Omar and password will be sent to all members. Will report to the entire NJCOMO-and ask all sub committees to do the same. We can start with the members of this committee.

FINANCE		
GROWTH		
Future Goals Communication Committee	<ul style="list-style-type: none"> • Creating a face book page-it was felt that twitter are used more frequently • Blog verses list serve-should start with list serve • Quarterly newsletters- Maureen and Josephine volunteered to work on a newsletter. • Gate keeper for all sub committees communication 	Ongoing
SAFETY		
Adjournment:		Respectfully submitted:
Next Meeting	TBA	Cathy Herrmann