



Name of Committee: NJCOMO, Inc. Meeting

Date: February 26, 2016
at: 9:00am

Host: Jersey City Medical Center

This meeting was called to order by: **President** - Rita Smith DNP, RN, NEA-BC
Vice President - Mabel LaForgia MSN, RN, CNL

AGENDA	DISCUSSION	DECISION – REFERRAL
<p>9:00 – 10:00 Magnet Program Directors (MPD’s) Special Interest Group Members are:</p> <p>See Attendance Sheet</p>	<p>Welcome/Introductions</p> <ul style="list-style-type: none"> • Please update all contact information. • All committee members were introduced and new members were welcomed. <p>Review of February Teleconference Minutes</p> <ul style="list-style-type: none"> • MJ Burke will schedule teleconferences on Tuesdays at lunch time and whoever is able to attend will attend. Web-ex access will be available. • February 9th Meeting Minutes were approved. <p>2016 Review Charter</p> <p>Finalize: Goals/Mission/Objectives</p> <ul style="list-style-type: none"> • Charter was created by the executive team. • Charter was reviewed by committee and changes were made. • Micki Patrick suggested that we add: <i>and/or pathway designation</i> to the end of the Goal Statement. • Objectives were reviewed. • <i>Design a needs assessment for organization on a journey</i> will be removed from the MPD objectives and going to the Growth team. • Recommendation was made that MPD group will meet during the General Break out session. • Under Scope and Boundaries add : <i>and/or pathway</i> <p>October Magnet Conference – Plans</p> <p>Plan a Magnet conference in Orlando</p>	<p>Informational</p> <p>Informational</p> <p>Informational</p> <p>Wendy to check some places in Orlando.</p>

AGENDA	DISCUSSION	DECISION – REFERRAL
	<p>MPD Toolkit – Add Deadline of December 31, 2016</p> <p>Mentorship Project – All new MPDs needs to be assigned a MPD mentor Add Deadline of December 31, 2016</p> <p>Create a MPD Profile sheet for sub-committees to use for any reference/questions.</p> <ul style="list-style-type: none"> • Change last Objective goal to say: <i>Advise and strategize with all NJCOMO Committees</i> <p>Membership of the committee to be the responsibility of the MPD of each hospital.</p> <p>Update the brochure for NJCOMO</p> <ul style="list-style-type: none"> • How it began • Membership Fee • What you will get out of it • What we do <p>Role and Responsibility (add to charter)</p> <ul style="list-style-type: none"> • Maintain accurate list of organizational NJCOMO representatives • Act as a role model <p>Expected Outcomes</p> <ul style="list-style-type: none"> • Complete the MPD toolkit • Complete Mentorship program • Needs assessment will be sent out and analyzed 	<p>Informational</p> <p>Informational</p> <p>Create a MPD Profile</p> <p>Informational</p> <p>Informational</p> <p>Informational</p> <p>Informational</p>
<p>10:00 – 11:00 Executive Committee Members and Board of Director Members</p> <p>Executive Committee Members are: Rita Smith – President Mabel LaForgia – VP Joan Harewood – Past President Micki Patrick – Past VP Wendy Silverstein – Treasurer Kathleen Burke – Academic Advisor Mary Jean Burke – MPD</p>	<p>Welcome/Introductions</p> <ul style="list-style-type: none"> • All committee members were introduced. <p>Review 2016 Goals and Charters</p> <ul style="list-style-type: none"> • How do we take the committee to the next level? • Looked at the councils to develop the charters. • Sub-committees can use them at all meetings. 	<p>Informational</p> <p>Informational</p>

AGENDA	DISCUSSION	DECISION – REFERRAL
<p>Josephine Bodino – Member at Large Kathy Faber – Member at Large</p> <p>Board of Director Members are:</p> <p>Education & Development: Joan Harewood, Colleen Bardi, Margaret Thornton</p> <p>Innovation and Outcomes: Kathy Faber, Kenda Dugan</p> <p>Growth: Liz Readau. Pam Peterson, Joanne Reich</p> <p>Communication: Kathy Herrmann, Omar Aranibar</p> <p>Academic Advisor: Kathy Burke</p> <p>MPD Chair: Mary Jean Burke MaryAnn Hozak</p> <p>Members at Large: Kathy Faber, Josephine Bodino</p>	<p>Discuss MPD Peer to Peer Mentorship Program</p> <p>Financial Growth and Budgeting Starting Balance as of December 31, 2015: \$21,096.21 Ending Balance for period ending February 19, 2016 is \$27,171.21</p> <ul style="list-style-type: none"> • Would like approval to spend money on the website (\$100.00) and an official NJCOMO stamp (\$20.00) with the account number • Account is not an interest bearing account. Do we want to keep some money in the checking account and some in an interest bearing account? • Add line for sub-total (northern and southern chapters). • Do we want to charge a fee for the Mock Survey or should it be included with the annual dues? • Some resources should go to newer programs. • Dues are due February 15, 2016 • Would like to hold the last annual meeting at the New Jersey Hospital organization. • Annual Budget to be created <p>Jean Watson Caring Research Kathy Burke is working with John Nelson of the Caring Institute and with Jean Watson and she is interested in doing research in collaboration with the Sigma Beta Tao International. She would like NJCOMO to help assist with that research project. We would be the first pilot and help with this project. Jean Watson would like to create a Care in Science Chapter.</p> <ul style="list-style-type: none"> • If we do participate can we be listed as co-PI or sub PI 	<p>Approved by committee</p> <p>Wendy will be meeting with the accountant in March. Will update us with the information at the next meeting.</p> <p>Table for next meeting</p> <p>Reminder letters will be sent</p> <p>Approved – Mabel to get invoice for 70 people and send to Wendy</p> <p>Wendy to work on creating an annual budget</p> <p>Approved by Executive Board – will be given to the Knowledge and Innovations and Outcomes Subcommittee to work on.</p> <p>Mabel to reach out to Kathy Burke</p>

AGENDA	DISCUSSION	DECISION – REFERRAL
	<p>CNO Role and Involvement Standardize</p> <ul style="list-style-type: none"> • Transitioning them away from the work groups as facilitators since we are a mature group now. • Do CNO’s only come once a year. • When we first started there was a lot of CNO presence then they started dwindling down. • Is there a defined role for the CNO? • What should the role of the CNO be? • Based on the programs or the projects that come from the sub-committees they have a leadership role at the sessions. • At the annual meeting we can hear the CNO’s vision for the direction for NJCOMO • On the charter we need 2 strong co-chairs. • MPD advisor to the subgroups. <p>Charter</p> <ul style="list-style-type: none"> • Organization charter was reviewed • Changes made <ul style="list-style-type: none"> ○ Add trademark to <i>Pathway</i> not Pathways. ○ Change 2nd Goal - <i>Stronger advisory role as a state organization.</i> ○ Change 3rd goal statement – <i>Systematic approach, integration, dissemination and sustain growth</i> ○ Under Resources add: <i>Nominations and Bylaws Committee</i> • Expected Outcomes –need to create a budget • More council chairs need to be added to executive committee • Look at some benchmarks and outcomes and financial • Add <i>Professional Development and Education</i> as a Goal <p>2016 Calendar Meetings</p> <ul style="list-style-type: none"> • Upload the date of meeting to website and Mabel to send to all MPD’s so they can distribute. 	<p>By-laws need to be reviewed</p> <p>Informational</p> <p>Informational</p>

AGENDA	DISCUSSION	DECISION – REFERRAL
	<p>Report out to the Board</p> <ul style="list-style-type: none"> • Report out will be given to the chairs and the chairs most submit report. Needs to update the form on the website. <p>Work on a Recognition Program from the Executive Group to the Subcommittee.</p> <p>Structure of Committees and Reporting 2016</p> <ul style="list-style-type: none"> • Charter – so everyone stays focused on their work. • Sign in Sheet • 2016 Calendar Meetings • Report out to the Board <p>Recommendation to change the agenda time was made.</p>	<p>Informational</p> <p>Informational</p> <p>Informational</p> <p>Informational</p>
<p>11:00 – 1:00 General Session</p>	<p>Welcome/Introductions</p> <ul style="list-style-type: none"> • All committee members were introduced and new members were welcomed. <p>Finance Report</p> <ul style="list-style-type: none"> • Invoices for the 2016 dues were sent out in January 2016 and they were due February 15, 2016. • 2nd reminders will be sent out March 1, 2016 to those organizations that have not paid yet. • Starting Balance as of December 31, 2015: \$21,096.21. Ending Balance for period ending February 19, 2016 is \$27,171.21 • Last meeting will be held at the New Jersey Hospital organization. <p>Jean Watson Caring Research Kathy Burke is working with John Nelson of the Caring Institute and with Jean Watson and she is interested in doing research in collaboration with the Sigma Beta Tao International. She would like NJCOMO to</p>	<p>Informational</p> <p>Informational</p> <p>Given to the Knowledge and Innovations and Outcomes Subcommittee to work on.</p>

AGENDA	DISCUSSION	DECISION – REFERRAL
	<p>help assist with that research project. We would be the first pilot and help with this project. Jean Watson would like to create a Care in Science Chapter.</p> <ul style="list-style-type: none"> • If we do participate can we be listed as co-PI or sub PI <p>CNO Role and Involvement</p> <ul style="list-style-type: none"> • What the role of the CNO needs to be in this organization? • What kind of support the sub-groups need or want from CNO's? • How do we keep them engaged and keep them a part of the organization and influencing the work of the organization without having an expectation of having their time at all of the committee meeting? • Try to have CNO's attend twice a year <ul style="list-style-type: none"> ○ Set goals, direction and strategy ○ Annual meeting – Get an appreciation of all the work that was done by all of the groups and where it's taking our hospitals and organizations. • Can we put 2 Co-chairs on the councils without CNO advisor? • Can MPD's be an advisor to the councils <ul style="list-style-type: none"> ○ Rather than assigning an MPD to each council it would be better to use distribution list and groups can reach out to MPD group with questions. ○ Help us set the expectations, the strategic plan is developed and then brought back to them for validation. ○ Enough leadership to carry out the organization. <p>Chairs of Committees Need to assign Co-chairs.</p> <p>Charters From the minutes and the strategic planning from last year the Executive Board developed</p>	<p>By-laws need to be reviewed.</p> <p>Go to the MPD Group for review.</p> <p>Discuss at sub-committee and bring back to end of meeting.</p> <p>Informational</p>

AGENDA	DISCUSSION	DECISION – REFERRAL
--------	------------	---------------------

	<p>charters. These charters were developed in order to create a different structure on how we deal with our councils. The reason for these charters is to develop a scope to focus on the work that you do so with a set of objectives.</p> <p>Each group will be given a charter and they must confirm or amend the charter to make it work for their group.</p> <p>Structure of Committees and Reporting 2016</p> <ul style="list-style-type: none"> • Charter <ul style="list-style-type: none"> ○ Use charter to stay focused on your work. ○ Please review and approve your charter • Sign in Sheet <ul style="list-style-type: none"> ○ Start each meeting reviewing members of the committee. • 2016 Calendar Meetings • Report out to the Board <p>Update on the Northern NJ Research Evidence Based Practice Consortium 2015 Goals</p> <ol style="list-style-type: none"> 1. 2015 Goal was to publish 2 articles <ul style="list-style-type: none"> ○ 1 article was published in July of 2015 – NJN Effective Collaboration Among Magnet Hospitals a Win/Win for Nursing and Institutions. ○ 2nd article was accepted for publication will be published in June 2016 – Med-Surg Nursing 2. Hold an annual evidenced based research conference. <ul style="list-style-type: none"> ○ Held at Jersey City Medical Center on September 24, 2015 – very well attended. 3. Finalize relationship with NJCOMO – we have a sub-account through NJCOMO as well as having a tab on the website. 4. Podium presentation by the education sub-committee member in a national conference – <ul style="list-style-type: none"> ○ July 2015 Nicole Sardinas and Donna Flynn did a podium presentation at the ANPD on the 	<p>All councils must review and approve their charter. Choose a co-chair and review the members of the committee. Send all updated information to Omar Aranibar so he can post on the website.</p> <p>Informational Southern Council to report at future meetings.</p>
--	--	--

AGENDA	DISCUSSION	DECISION – REFERRAL
--------	------------	---------------------

	<p style="text-align: center;">education module that was developed by the sub-committee</p> <p>5. Assist the Southern Council in NJ to become established and they are established.</p> <p>2016 Goals</p> <ul style="list-style-type: none"> • Host another conference <ul style="list-style-type: none"> ○ Awaiting approval from Englewood • Work in collaboration with the southern council to be of assistance if needed and then assist central NJ to establish a council as well. • We want to utilize NJCOMO website to post education and advertisements. • Invite collaborations of other northern NJCOMO hospitals to join the council. • The Research Committee is working together to establish a research proposal and the full proposal should be ready to go to the IRB by the end of next month. Research study is regarding factors associated with inpatient falls – with and without injuries. • The Education sub-committee to implement innovative education activities that adjust to learning needs of leaders, educators, APN's in all six institutions. Some of those discussed were webinars created for these nurses. Also discussed was the formulation of best practices on topics pertinent to in-service educators such as competencies. <p>Discussion on how to establish a central NJ council.</p> <ul style="list-style-type: none"> • How did northern chapter start? <ul style="list-style-type: none"> ○ It started by getting together doing research day and bringing their own research and then instead of brining their own research they started working on joint research projects. • Use the ONL • Put in the Innovation group • Bringing request or the goal to the CNO council at NJHA <ul style="list-style-type: none"> ○ Confusion with ONL and 	
--	---	--

AGENDA	DISCUSSION	DECISION – REFERRAL
	<p style="text-align: center;">NJCOMO</p> <ul style="list-style-type: none"> Identify the institutions that are not part of the northern or southern consortium. Presentation to be done at the July 22 meeting at CentraState Medical Center. 	Nicole Sardinas to provide information sheet on how the northern chapter began
	The brief report out and the full minutes need to be submitted to Omar and Mabel 2 weeks from today.	Template of minutes are on the website
MPD Report: Chair: Mary Jean Burke Co-Chair: MaryAnn Hozak	Charter reviewed; <ul style="list-style-type: none"> Solidified the mission statement and the vision statement Came up with more goals Role and responsibility for the members Main focus for this year is on completing the MPD Toolkit and the Mentorship Program. Add an objective – <i>Advise and strategize with all NJCOMO Committee</i> 	
Education and Development Report: Chair – Joan Harewood Co-Chair – Colleen Bardi Co-Chair – Maggie Thornton	Group agreed on the goals and objectives of the charter. <ul style="list-style-type: none"> Finalized the date of the NJCOMO conference on May 18 at CentraState (encompasses beginner to advanced) <ul style="list-style-type: none"> Topics were created by the needs assessment conducted by each member. 2nd educational conference will be held in the fall at the NJSNA Conference. 	Will change the objective to reflect that in the charter Save the date will be sent out by the end of Requesting a table at this Conference
Innovation & Outcomes Report: Co-Chair: Kathy Faber Co-Chair: Kendra Dugan	Reviewed Charter and changes made. <ul style="list-style-type: none"> In the mission statement remove <i>positive</i> at the end of the statement. Added a 3rd goal – <i>To complete a research project Preceptorship on NJ Magnet Hospitals.</i> Added a 3rd objective – <i>To give our fellow NJCOMO participants to put on the excel worksheet for the Magnet website.</i> 	Will bring to the April Executive Committee for approval.
Growth Report: Chair-Liz Readau Co-Chair – Pam Peterson Advisor: Joanne Reich	And Pathways to Excellence <ul style="list-style-type: none"> Reviewed and approved the November 15, 2015 minutes Reviewed the charter and accepted the Charter with one exception <ul style="list-style-type: none"> Expected outcomes E-mail all committee members to ensure they want to continue to be a member of the committee. Also to find out if anyone would like to be co-chair of the 	Informational Not knowing the number of members of this committee group asked for some time to research this. Will get back to us with

AGENDA	DISCUSSION	DECISION – REFERRAL
	<p>committee.</p> <ul style="list-style-type: none"> • Work on a needs assessment to send out to members of the organization based on the objectives. <ul style="list-style-type: none"> ○ Have tentative draft form to discuss at the April meeting try to finalize that and send out survey in the summer. ○ Hoping to get survey back in time in order to discuss the results and the strategic goals to put in place for 2017 at the annual meeting. 	the update.
<p>Communication Report: Chair-Cathy Herrmann Co-Chair – Omar Aranibar</p>	<p>Group agreed on the goals and objectives of the charter.</p> <ul style="list-style-type: none"> • Clarification of benchmark is needed - All of NJCOMO members or committee members? • Would like to add to the benchmark: <ul style="list-style-type: none"> ○ How many times the NJCOMO website was hit in 2015 compared to 2016 (529 hits in 2015) <p>Update</p> <ul style="list-style-type: none"> • Bio-demographic of each facility on the website. <ul style="list-style-type: none"> ○ JCMC already has a template made ○ Template will be send to Omar and Omar to send to the committee to complete. • Facebook page started last year <ul style="list-style-type: none"> ○ Scott Cooper will be the administrator of that page • Working on a slogan for the NJCOMO website. <ul style="list-style-type: none"> ○ Please go on website to vote 	<p>Informational</p> <p>Add contact information/phone number to the bio-demographic list for the website</p>
<p>NEXT MEETING</p>	<p>GENERAL MEETING April 1, 2016 at Morristown Medical Center</p>	
<p>Meeting Adjourned:</p>		<p>2:00pm</p> <p>Respectfully Submitted: Zoila Astudillo-JCMC Recording Secretary</p>