












Date: October 13, 2023
 Time: 1:00pm – 2:30pm
 Location: Susan Busby Classroom #03
 Invited: Debbie Derouin, Marianne Fletcher, Tam Gallagher, Melissa Cummins, Sarah James, Leslie Motz, Laura Horn, Sara Pereira, Emma Hillman (recorder), Rebekah Laughland

Managers: Jennifer Michetti, Christine Wright & Liz Paslowski
 Absent: Imran Hussain

Item	DESCRIPTION	Lead/Time
1.0	Call to order	
2.0	<p>Approval of Agenda</p> <p>2.1 Previous Minutes</p>  <p>HAC Minutes - September 2023.pdf</p>	Approved by M. Fletcher
3.0	Opening Remarks/Welcomes	
4.0	<p>Review of Last Meeting's Action Items:</p> <p><u>ACTION:</u> Sara Pereira to invite Marco Mugheddu/IT rep to October HAC to discuss online IWA – <i>Deferred to November</i></p> <p><u>ACTION:</u> ELR to invite Sonja Herrington & Terri Botting to October LMM to discuss paper Schedules – <i>Complete</i></p>	
5.0	<p>Ongoing/Standing Agenda Items</p> <p>5.1 – Article 10.11, 10.12 & 10.16</p> <p>10.11 (d) Outside of BU</p> <p><i>When applicable</i></p> <p>10.12 (c) Agency</p> <p><i>Provided by Finance Quarterly</i></p> <p>- Q3 due December 31, 2023</p>	

	<p>10.16 (b) Vacancies Filled, Rescinded, Unfilled <i>Provided monthly – Next report due November</i></p> <p>10.16 (d) RN/RPN Ratio Date <i>Provided by Payroll semi-annually on March 31 and September 30 - Next report due March 31, 2024</i></p> <p>17.8 EI Rebate <i>Provided by Finance following first pay in April</i></p> <p>5.2 HAC Trends</p> <p>5.3 IWA Forms On-Line Update</p>	
<p>6.0</p>	<p>Active Business:</p> <p>6S Workloads – Christine Wright/Liz Pawlowski</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  August 27 6S100 (2).pdf </div> <div style="text-align: center;">  August 27 6S100.pdf </div> <div style="text-align: center;">  August 27 6S200 (2).pdf </div> <div style="text-align: center;">  August 27 6S200.pdf </div> <div style="text-align: center;">  August 28 6S200.pdf </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;">  September 9 6S200.pdf </div> <div style="text-align: center;">  September 26 6S200.pdf </div> <div style="text-align: center;">  October 1 6S200.pdf </div> <div style="text-align: center;">  October 1 6S200 (2).pdf </div> </div> <p><i>Christine Wright attended to speak to above workloads</i></p> <ul style="list-style-type: none"> • Supporting team on how to manage sick calls on weekends and reminding staff of sick call policy to reduce last minute sick calls • Utilizing huddles to discuss issues in real time and reviewing potential patient needs in advance to ensure support of team • Valuing debriefs & working with Charge Nurses and Staff to discuss how to support in real time • Implementing Team Lead Workshops (i.e., responding to codes, changes in staffing, crucial conversations, scenario-based learning, leadership building) • Determine how to balance skill mix - staff concerns RE: lack of balance in weekend assignments • Continuous recruitment • Going forward, the unit will be following vacation approval that meets the needs of the unit/vacation requests that will support up to full staffing compliment - Concerns RE: Agency staff not showing up/showing up late – Christine has followed up with Agency regarding any noted concerns 	<p>C. Wright & L. Pawlowski @ 1:05pm</p>

	<p>ACTION: Bring forward agency service agreements to determine language RE: Commitments to the org – issue with Nurses having multiple/different names on file – Emma to follow up with Sonja Herrington</p> <p>7S Workloads – Jenn Michetti</p> <p> September 2.pdf</p> <p><i>Jenn Michetti attended to speak to above workload</i></p> <ul style="list-style-type: none"> - Occurred during Labour Day long weekend, complainant was the Team Lead during the weekend - Going into this night shift 7S was fully staffed – provided one RPN to 6S to support sick calls on that unit – then received 2 sick calls in 7S (one of which was a tele reader), had one RN work OT - There were 3 people who could read tele this night between both units 	<p>Jenn Michetti @ 1:15pm</p>
<p>7.0</p>	<p>New Business/Discussion Items: No new business</p>	
<p>8.0</p>	<p>Review of Action Items from this Meeting: <i>ACTION:</i> Bring forward agency service agreements to determine language RE: Commitments to the org – issue with Nurses having multiple/different names on file <i>ACTION:</i> Imran Hussain to attend November HAC to discuss IWA online updates</p>	
<p>9.0</p>	<p>Adjournment</p>	
<p>NEXT MEETING: November 10, 2023</p>		