






Date: March 8, 2024
 Time: 1:00pm – 2:30pm
 Location: HMFHC Meeting Room #02-230
 Invited: Debbie Derouin, Marianne Fletcher, Melissa Cummins, Traci Searle, Leslie Motz, Sara Pereira, Rebekah Laughland, Gina Gianvecchio (recorder)
 Managers: Christine Wright, Jennifer Michetti, Stacey Shepherd
 Regrets: Sarah James

Item	DESCRIPTION	Lead/Time
1.0	Call to order	
2.0	Approval of Agenda 2.1 Previous Minutes  January HAC Minutes.pdf	
3.0	Opening Remarks/Welcomes	
4.0	Review of Last Meeting’s Action Items:	
5.0	Ongoing/Standing Agenda Items 5.1 – Article 10.11, 10.12 & 10.16 10.11 (d) Outside of BU <i>When applicable</i> 10.12 (c) Agency <i>Provided by Finance Quarterly</i> - <i>Q4 due March 31, 2024</i> 10.16 (b) Vacancies Filled, Rescinded, Unfilled <i>Provided monthly – Next report due March - Sent</i> 10.16 (d) RN/RPN Ratio Date <i>Provided by Payroll semi-annually on March 31 and September 30</i> - <i>Next report due March 31, 2024</i> 17.8 EI Rebate	

	<p><i>Provided by Finance following first pay in April</i></p> <p>5.2 HAC Trends</p> <p>5.3 Online IWA Forms Process Update</p> <ul style="list-style-type: none"> - Provided a sneak peak of the online fillable IWA form and its workflow - Discussed the form and provided feedback on any changes to make, language to be used, what is relevant to keep/withdraw, etc. - Where this communication pathway will live is still to be determined <p>*Sara to provide the workflow document to the group*</p>	
<p>6.0</p>	<p>Active Business:</p> <p>6.1 6S200 Workloads January 16, 18, 26, 2024 & February 16, 2024</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  6S Workload January 16, 2024.pdf </div> <div style="text-align: center;">  6S Workload January 18, 2024.pdf </div> <div style="text-align: center;">  6S Workload January 26, 2024.pdf </div> <div style="text-align: center;">  6S Workload February 16, 2024.pdf </div> </div> <p><i>Christine Wright attended to speak to the following workloads</i></p> <p>Jan 16</p> <ul style="list-style-type: none"> - 6S was staffed to baseline; shortage in 7S, one of the agency staff called in sick - 7S pulled nurses from 6S to help but did not communicate this with the MOC - Advised staff next time before pulling staff from different units include the MOC to create a collaborative plan and reduce confusion amongst staff <p>Jan 18</p> <ul style="list-style-type: none"> - Night shift; staffed to alternate model, 2 nurses orienting (new hires), 1 nurse stayed until 10:30 - A nurse called in sick and staff put in the workload as they were having some attendance issues - Manager had the opportunity to sit down to be supportive of the employee, listened to her concerns and discussed hospital policy and procedure on attendance <p>Jan 26</p> <ul style="list-style-type: none"> - Oversight absence, a scheduled nurse was no show - Specific nurse is not one to be a no show; they were unaware they accepted a shift - Provided a staffing/communication to remind staff to review their Kronos - Encourage call outs if necessary and call out to 7S not to replace/pull staff but to come help because we are short a nurse 	<p>Christine Wright @ 1:30pm</p>

Feb 16

- 2 sick calls – staff aspired to replace both holes by looking at alternate models
- There was a gap between 1930-2200, agency arrived at 2200
- Staff reached out to MOC
- No safety concerns reported; working with schedulers to replace sick calls, and staff reporting through EHS.
- Asked agency if there is an opportunity to bring PSWs in and how to support the team and the needs of the patients
- Working with recruitment to get new hires starting and oriented

6.2 7S100 Workload February 2, 2024



7S Workload
February 2, 2024.pdf

Jennifer Michetti attended to speak to the following workload

Feb 2

- There were 4 nurses on each side; agency mistakenly confirmed a shift for the wrong day leaving the team 1 short between the 2 sides that night.
- They reached out to MOC, however, there was a miscommunication between the agency and the MOC.
- Coaching was to call out for replacement staff, walk across the floor and see what the TL can do to help. TL has the ability to have all tele nurses reading on both screens so they can offset their breaks.
- Advised team to consult Telemetry Plans that are laminated and taped to the tele monitor and also located in the resource binder

Jenn Michetti
@ 1pm

6.3 5S100 Workload February 23, 2024



5S100 Workload
February 23, 2024.pdf

Stacey Shepherd attended to speak to the following workload

Feb 23

- It was a typical night with 4 nurses scheduled on 5S100
- One of the nurses had to leave to tend to a family emergency, the TL did not put a call out to replace internally, however they had a huddle and established a solid plan to get through the night
- No safety concerns and all staff left on time; 1 agency PSW was called

Stacey Shepherd
@ 1:45pm

	<ul style="list-style-type: none"> - MOC followed up with the TL to ensure they knew where the updated call-lists are located and to remind them to follow the units staffing plan. <p>6.4 Telemetry</p> <ul style="list-style-type: none"> - Not discussed 	
7.0	<p>New Business/Discussion Items: <i>No new business items</i></p>	
8.0	<p>Review of Action Items from this Meeting: <u>ACTION:</u> <i>Sara to provide the Online IWA Workflow document</i> <u>ACTION:</u> <i>Continue to walk through the Online IWA process; invite Imran and Team to run a pilot</i> <u>ACTION:</u> <i>Walkthrough the updated HAC Terms of References</i></p>	
9.0	<p>Adjournment</p>	
<p>NEXT MEETING: May 10, 2024</p>		