








Date: June 18<sup>th</sup>, 2021  
 Time: 1:00pm – 2:30pm  
 Location: ZOOM  
 Invited: Susan Ruttle, Marianne Fletcher, Tam Gallagher, Debbie Derouin, Melissa Cummins, Sarah James, Laura Horn, Emily Clark, Nancy French, Terry McMahon, Cheryl Gustafson, Leslie Motz, Theresa Ferrari, Allison Gismondi (recorder)

Item	DESCRIPTION
1.0	<b>Call to order</b>
2.0	<b>Approval of Agenda</b>
3.0	<p><b>Approval of Previous Minutes</b></p> <p><b>May 21, 2021</b></p> <p>                      HAC Minutes - May 2021.pdf</p> <p><b>Minutes Approved - Debbie &amp; Marianne</b></p>
4.0	<p><b>Outstanding Items/Action Items:</b></p> <p><b>4.1 ONA IWA Online Form</b>  <u>ACTION: L. Motz to contact IT for an update and follow up with an email</u>                      L. Motz - did connect with IT – has not received an update – will follow again and send an email when they connect                      M. Fletcher – please include Melissa</p> <p><b>4.2 Agency Usage – Article 10.12 October – December 2020 (HR to connect with Finance for #s)</b>  <u>ACTION: T. McMahon to follow up with information (background documents/Q3&amp;Q4)</u>                      E. Clark - will follow up with Terry                      M. Fletcher – ask him about Jan to March 2021</p> <p><b>4.3 Mar 9 - 5S100 (issue with equipment/printer – staff on floor having to resolve issues)</b>  <u>ACTION: L. Motz to follow up on this issues for clarity on process – discuss expectations with IT</u></p>

<p><b>5.0</b></p>	<p><b>Ongoing/Standing Agenda Items</b></p> <p><b>5.1 – Article 10.07, 10.11, 10.12</b></p> <p>10.07 (b) Vacancies Filled, Rescinded, Unfilled  <b><u>ACTION: E. Clark - will follow up on vacancies</u></b></p> <p>10.11 (d) Outside of BU  10.12 (c) Agency  10.12 (d) Vacated</p> <p><b>C.2 Team Based Models of Care Work</b></p> <p>C. Gustafson - as of Monday June 14 all teams are back in primary care models in home base – daily discussions ensuring operation oversight to make sure needs are met and ensure safe delivery of care - remove 5.2 from the agenda going forward  L. Motz – can we have an update of pandemic assistants &amp; health care aids  C. Gustafson – pandemic assistants are temporary roles – have been speaking with Adriane  C. Gustafson – health care aids – looking at the pool, there is an opportunity to look at extern role (ministry funding) for those who fall into certain categories – those in 2<sup>nd</sup> year of school – developing education package for units on what clinical externs would be able to do – i.e. vital signs – still supervised – but added skill set at unit level – just starting the education packages with the group – more formal education for JBH teams in the coming weeks  M. Fletcher – opportunity to engage charge nurses in these discussions?  C. Gustafson – absolutely, they are key stakeholders at the unit level for education - have had one education session prior to roll out – next stage is going back to units and giving them an understanding of this program – charge nurses will be big part of next step  C. Gustafson - Many of health care aids are nursing students – asked them as part of process what kinds of specialties they are looking to for their future – JBH can engage them and start recruitment efforts  M. Fletcher - everyone is happy to be back to their home units</p>	<p><b>Cheryl Gustafson</b></p>
<p><b>6.0</b></p>	<p><b>Workloads</b></p> <p><b>Oncology – May 31, June 1, 2, 3</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   May 31 2021 -  Oncology.pdf </div> <div style="text-align: center;">   May 31, 2021 -  Oncology - Manage </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">   June 1, 2021 -  Oncology.pdf </div> <div style="text-align: center;">   June 1, 2021 -  Oncology - Manage </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">   June 2, 2021 -  Oncology.pdf </div> <div style="text-align: center;">   June 2, 2021 -  Oncology - Manage </div> </div>	<p><b>Jennifer Smyth</b>  <b>1:00 pm</b></p>



June 3, 2021 -  
Oncology.pdf



June 3, 2021 -  
Oncology - Manage

J. Smyth – this was an atypical situation – maternity leave starting at same time as unplanned med leave – mat leave was posted/interviewed for and offered – chemo nurse moved into primary care – reposted TFT for chemo suite – one applicant did not have De Sousa certification – declined offer

J. Smyth – was able to find 2 registered staff on modified duties – trying to be creative – one was rejected because of experience – that week we had right number of chemo nurses but overall understaffed - standard 1 nurse for 3 chemo

June 2 – did have higher number of chemo appointments booked – reached out to other hospitals- JBH goes by cch guidelines – having the right skill mix of De Sousa nurses is important – limits casual pool (other departments also pulling from the same pool - for 2 week period all casual not available) Trying to focus on do I have other options in my own portfolio? Working to grow personal portfolio to help staffing issues (approaching staff about getting De Souza certified) – because of maternity leaves cannot discuss job share at this point

J. Smyth – met with Marianne to discuss situation – take away from the meeting - reached out to ask De Sousa if we could run a certification clinic here at JBH – next course starts in Sept 2021 – have a group of staff to send – the next couple of months will be difficult

S. Ruttle - do all nurses carry the same workload?

J. Smyth - looking for clarification on standards at JBH

C. Gustafson - what are next steps?

J. Smyth – 1) looking of we can offer more PT positions – 2) creating broader skill set (have to wait for next course in Sept) 3) defining standard of work – what does each role do?

M. Fletcher - Part time 2 – understand not being familiar with CA & difficulties not being able to post part time – these are people who gain some momentum with JBH and potentially become go to people to fill things like temporary leaves – not just to cover hours but to cover leaves that come up – know of a casual employee who was taking time off for medical reasons – will reach out to her to see where she is at in her health, and find out if she is she available to pick up work with JBH



M. Fletcher – this was an opportunity missed, perfect storm – usually have time to plan to fill things like maternity leaves – seems to be a disconnect how information is communicated by the unit/HR and employees – maternity leaves can un-expectantly start early and have potential to go longer than 18 months – oncology is a small group – this team needs a plan for the summer to make sure they are staffed so employees can take vacation

S. Ruttle – is there an agency that specializes in oncology?

J. Smyth – there is an agency that does home chemo – reached out asking if they had staff – they were also short staff at the time – De Sousa certification is barrier – just need to get through the summer until the next certification and then we will have a larger pool to draw from

C. Gustafson – happy to take this back to Sara – to help provide additional support

M. Fletcher – Sara was on a call we had – she is engaged – Nancy was also on the call

	<p>J. Smyth – update: no changes – another staff had to take emergency leave for family – reached out to casual staff and asking other managers if she can take them from DI to help out for now in oncology – meet weekly with scheduler/charge nurse  T. Gallagher - talk about the PT 2 position – is this something you are going to look at  J. Smyth – have to refer to CA for clarification and go to leadership  L. Motz – will regroup with Jenn and Sara next week  T. Gallagher – include Marianne too – to help move things along</p> <p><b>7S200 – April 4, May 4/5</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   April 4, 2021 -  7S200 Response.pdf </div> <div style="text-align: center;">   May 4-5 -  7S100-7S200.pdf </div> </div> <p><b>Defer 6S and other workloads to next month</b>  <b>C. Gustafson to follow up with Liz Re: 7S –will work with Tony for review</b></p>	
<p><b>7.0</b></p>	<p><b>New Business</b></p> <p><b>7.1 Agency use – January to March 2021</b>  <u><i>ACTION: E. Clark/HR to follow up re agency usage</i></u></p> <p><b>7.2 EI Rebate 2020</b>  <u><i>ACTION: E. Clark/HR to follow up and send to A. Gismondi to include in next meeting agenda</i></u>  M. Fletcher - Finance provides RN/RPN ratio – has April to Sept 2020 – needs next 6 months</p>	
<p><b>8.0</b></p>	<p><b>Review of Action Items from this Meeting</b></p> <p><b>4.2 Agency Usage – Article 10.12 October – December 2020 (HR to connect with Finance for #s)</b>  <u><i>ACTION: T. McMahon to follow up with information (background documents/Q3&amp;Q4) – Update for July meeting</i></u></p> <p><b>Ongoing/Standing Agenda Items</b>  <b>5.1 – Article 10.07 (b) Vacancies Filled, Rescinded, Unfilled</b>  <u><i>ACTION: E. Clark - will follow up on vacancies</i></u></p> <p><b>7.1 Agency use – January to March 2021</b>  <u><i>ACTION: E. Clark/HR to follow up re agency usage</i></u></p> <p><b>7.2 EI Rebate 2020</b>  <u><i>ACTION: E. Clark/HR to follow up and send to A. Gismondi to include in next meeting agenda</i></u></p>	
<p><b>9.0</b></p>	<p><b>Adjournment</b></p>	
<p><b>NEXT MEETING: July 15<sup>th</sup>, 2021</b></p>		