

TL9a – Visibility, Accessibility and Communication

Provide one example, with supporting evidence, of an individual mentoring plan or an established mentoring program for clinical nurse(s).

Mentorship Plan for Clinical Nurse

NewYork-Presbyterian/Columbia University Irving Medical Center (NYP/Columbia) is committed to providing mentorship opportunities to nurses. The SICU (4HS-605152) [SICU], also known as the Surgical Anesthesia Intensive Care Unit (SAICU), established its Mentorship Program in January 2022 with the goal to create a unit-specific mentorship experience that enhances and cultivates a culture of teamwork, belonging, and professional development.

To qualify as a mentor in the SICU's Mentorship Program, the following criteria must be met:

1. Annual performance evaluation rating that meets or exceeds standards
2. Patient care director (nurse manager) approval
3. Bachelor's degree
4. Minimum of one year of experience in the SICU
5. Strong commitment to professional and personal development

To qualify as a mentee in the SICU Mentorship Program, the following criteria must be met:

1. New hire RN
2. Less than one year of experience in the SICU

After identifying qualified mentors and mentees, the Mentorship Program Committee announces the mentor-mentee pairings, reviews program guidelines, the mentor and mentee agreement form, meeting agenda tool, and the career satisfaction survey for each cohort. The mentor and mentee agreement form contains goal setting expectations of mentors and mentees. [TL9a.1—SICU RN Mentorship Program Handbook](#)

Mentorship Plan and Goal Setting

Since transferring to the SICU, Lily Otieno, BSN, RN, CRNI, CNRN, clinical nurse, SICU, sought ways to advance her skills and knowledge as an experienced nurse who was new to critical care. At the beginning of April 2022, Ms. Otieno learned about the SICU Mentorship Program and expressed interest in joining as a mentee with Maxy Escalante, DNP, RN, CCRN, Patient Care Director (nurse manager), SICU. Following their conversation, Dr. Escalante identified Andrew Fernandez, BSN, RN, CCRN, clinical nurse, SICU, as a suitable mentor for Ms. Otieno based on Mr. Fernandez's professional growth aligning with Ms. Otieno's goals. Within his two years in the SICU, Mr. Fernandez became a certified nurse, charge nurse, and preceptor to new nurses. He chaired the Mentorship Program and was an active participant in the SICU Unit Council, which made him an ideal mentor for Ms. Otieno.

Ms. Otieno met with Mr. Fernandez for their first mentorship meeting on April 5, 2022, and reviewed her primary mentorship goals. Ms. Otieno's goals included chairing a hospital-wide council, participating in the SICU Unit Council, precepting new nurses, obtaining a certification in critical care nursing (CCRN), and becoming a charge nurse. Ms. Otieno planned to begin attending SICU Unit Council meetings and then advance her engagement in professional governance to add the hospital-wide Cardiac Council meetings, with a goal to seek a chair/co-chair position. Ms. Otieno and Mr. Fernandez agreed to meet face-to-face monthly and to communicate as needed via texts, phone calls, emails, and/or Zoom. Ms. Otieno was also expected to maintain a journal while in the Mentorship Program. [TL9a.2—Goal Setting and Mentorship Agreement Form](#)

Mentorship Journal

In June 2022, Ms. Otieno and Mr. Fernandez met and discussed next steps to achieve her goals from their initial meeting. Ms. Otieno and Mr. Fernandez agreed that appropriate next steps for Ms. Otieno would be to continue attending SICU Unit Council and Cardiac Council meetings and to seek out higher acuity patients to improve clinical skills, which would also aid in her studying for the CCRN examination. Mr. Fernandez also emphasized the importance of Ms. Otieno keeping Dr. Escalante updated regarding her interest and goals in eventually becoming chair/co-chair of the Cardiac Council, precepting new nurses, and taking on a charge nurse role. Mr. Fernandez promoted best practices for sharing her goals with Dr. Escalante, as Ms. Otieno's patient care director (nurse manager), so Dr. Escalante could provide the necessary support. [TL9a.3—Mentee Journal](#)

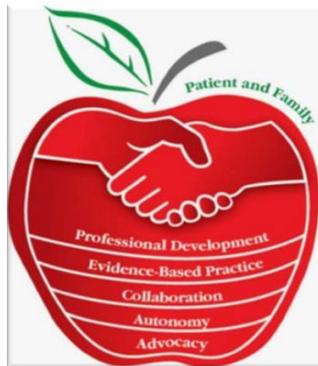
Mentorship Goals

Through the structure and support of the Mentorship Program, Ms. Otieno participated in activities such as the SICU Unit Council and hospital-wide Cardiac Council meetings,

caring for higher acuity patients, and becoming a preceptor and charge nurse. As Ms. Otieno honed her skills through her care of higher acuity patients, she was identified by Dr. Escalante as being well-suited to precept new nurses beginning in June 2023. Dr. Escalante reviewed how Ms. Otieno served as a preceptor for multiple nurses in the Nursing Orientation Competency and Progress documentation as part of her preceptor role. She applauded Ms. Otieno's validation and attestation to the competency of new nurses through direct observation of their skills, including physical assessments, equipment set ups, and pain and anxiety management measures per protocol in the clinical setting. [TL9a.4—Nursing Orientation Competency and Progress Document](#)

On August 1, 2023, Ms. Otieno achieved CCRN certification. Ms. Otieno applied and was subsequently selected for the role of chair of the hospital-wide Cardiac Council at the beginning of 2023. As Cardiac Council chair, she set meeting agendas and facilitated topic discussions, using PowerPoint slides, at monthly meetings from February 2023 until September 2023. Ms. Otieno progressed via her mentorship with confidence and skills to accept the charge nurse role throughout the months of December 2023 and January 2024, completing her mentorship goals. The Kronos pay codes (CP-CHG SNA 11.5) are provided that align her paid charge responsibilities to her timecard. [TL9a.5—Mentorship Goals Achieved](#)

Surgical Anesthesia Intensive Care Unit Registered Nurse Mentorship Program Handbook



New York Presbyterian
Columbia University Irving Medical Center

January 2022

**AMAZING
THINGS
ARE
HAPPENING
HERE**



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SAICU New Hire RN Mentorship Program Program Overview

Thank you for being a part of the SAICU New Hire RN Mentorship Program!

This program aims to create a unit-specific mentorship experience that will enhance and cultivate a culture of collegiality, teamwork, and professional development. We strive to assist oncoming nurses to succeed on the unit. This will increase staff satisfaction through active engagement, which will help improve staff retention of nurses on the unit.

Program Objectives:

This program has been designed to:

1. Provide a supportive and empowering relationship between a mentor and mentee.
2. Enhance the technical and psychosocial skills of the mentee in caring for patients with complex surgical conditions.
3. Provide a safe avenue for a mentee to share clinical experiences and reflect on them without fear of judgment or repercussions.
4. Build self-confidence as the mentee learns effective communication and coping skills.
5. Improve retention of new nurses.

Defining Mentorship

Mentorship is defined as a collaborative relationship between a mentor and a mentee to promote professional and personal growth for both parties involved. It can also be an approach to provide socialization among new RNs (Jones, 2016). Mentors and mentees are expected to develop a supportive relationship, share experiences, solve problems and challenges, and participate in learning opportunities.

Mentors are expected to provide invaluable guidance and advice. They are not supervisors. They serve as resources for the mentees. Mentees must identify goals and work with their mentors to accomplish these goals. They are expected to play an active role in their own learning experience.

This program will last **six months**. Mentors and mentees will be assigned based on compatibility, availability, and the mentees' preferences. Mentors and mentees are expected to meet **once a month, 1-3 hours at most**, to discuss topics they have agreed upon in advance. Anything discussed between mentors and mentees and any documents completed about this program will have no bearing on clinical performance evaluations. This program is to assist you in succeeding as you enter practice as a Critical Care Registered Nurse.

Welcome to the Surgical Anesthesia Intensive Care Unit Mentorship Program!

Tips for Successful Mentoring

Thank you for being a part of an exciting experience to shape new minds and guide the next generation of critical care nurses to succeed on the unit.

Here are some helpful tips for mentoring new nurses:

- *Communicate openly and non-judgmentally.*
- *Share experiences when necessary. Remember, this is not about you.*
- *Be present and stay present during the conversation.*
- *Provide feedback and be ready to accept one as well.*
- *Come prepared for the meetings.*
- *Be mindful of your “on and off stage” behavior*
- *Agree to the mode of communication that you are willing to commit to (email or phone). Timeliness in response is crucial in maintaining connection and credibility.*
- *Provide guidance and encourage independence.*
- *Adopt a supportive role, not an authoritative one.*
- *Keep information discussed during your meetings confidential.*
- *Agree on the scheduled meetings beforehand and aim to keep them*
- *Stay abreast with your mentee’s clinical progress. This will provide areas of opportunity to work on and areas of strength to complement.*

The foundation of successful mentoring involves open communication and a nonjudgmental attitude. Remember, we were all “newbies” at some point and were nervous about our new professional roles and responsibilities.

Stay positive and have fun mentoring!

Expectations of Mentors and Mentees

To qualify as a **mentor**, the following criteria must be met:

1. Annual performance evaluation rating that meets or exceeds standards.
2. Patient Care Director approval.
3. Bachelor's Degree.
4. Minimum of one year of experience in the SAICU.
5. Strong commitment to professional and personal development.

To qualify as a **mentee**, the following criteria must be met:

1. New hire RN.
2. Less than one year of experience in the SAICU.

(RNs with greater than one year of experience that have identified a colleague they believe may assist them in their professional development may be considered to participate in the mentoring experience as a mentee)

Mentors:

1. Serve as an immediate resource person.
2. Provide opportunities for the mentee to enhance technical and psychosocial skills.
3. Provide moral support and guidance as mentees face challenging situations with patients, families, peers, and/or colleagues.
4. Demonstrate behaviors that align with organizational and unit goals that a mentee can emulate.

Mentees:

1. Proactively drive the relationship with the mentor.
2. Develop confidence in effectively communicating with mentors' areas of opportunity for development.
3. Seek open feedback for growth and development.
4. Own the learning outcomes from the program.

Expectations of Facilitators

The Mentorship Program facilitators are available to support mentors and mentees and to ensure that this program is successful in achieving its objectives. The facilitators can provide resources to mentors and mentees as needed to ensure that mentees and mentors advance professionally and that this is a positive, enriching experience for all involved.

Expectations for Program Facilitators

1. Identify potential mentors and match them with mentees.
2. Regularly engage with mentors and mentees to ensure that goals are met and progress.
3. Ensure that surveys are designed for self-reflections and that program evaluations are completed.
4. Guide the mentee and mentor in utilizing a scientific process of problem-solving when a challenge comes up during the mentorship process.
5. Assist in connecting with/accessing appropriate resources to address specific learning needs as determined by the mentor and mentee.
6. Ensure the ongoing success and continued implementation of this program.

SAICU New Hire RN Mentorship Program

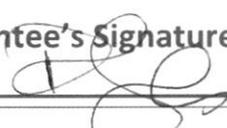
Welcome Event

Our first welcome event signifies the commencement of the 6-month Mentorship Program. An overview of mentorship and the program will be given. At this time, mentors and mentees will meet with each other to create a plan for success.

1. Welcome by Patient Care Director and Program Facilitators
2. Introduction of Mentors and Mentees
3. Introduction to Mentorship
4. Distribution of Program Handbooks and Program Overview
5. Program Questions

Goal Setting and Mentorship Agreement

Instructions: During the first meeting, after the mentor and mentee have shared their preparatory work, they should move into the phase of negotiation where they establish a shared understanding of how they will work together. Use the following framework to guide the discussion and note the agreements you make so that both the mentor and mentee are clear on how the partnership will operate.

<p>What communication methods do you plan to use?</p> <p><input checked="" type="checkbox"/> Face-to-Face Meetings</p> <p><input checked="" type="checkbox"/> Email</p> <p><input checked="" type="checkbox"/> Phone Call</p> <p><input checked="" type="checkbox"/> Text</p> <p><input type="checkbox"/> Skype</p> <p><input checked="" type="checkbox"/> Others, (Please Specify) ZOOM</p>	
<p>We will respond to each other's communication within:</p> <p><input checked="" type="checkbox"/> 12 hours</p> <p><input type="checkbox"/> 24 hours</p> <p><input type="checkbox"/> 48 hours</p>	
<p>How often do you plan to have face-to-face meetings?</p> <p><input checked="" type="checkbox"/> Monthly (recommended)</p> <p><input type="checkbox"/> Every Five Weeks</p> <p><input type="checkbox"/> Every Three Weeks</p> <p><input type="checkbox"/> Others, (Please Specify)</p>	
<p>What learning and developmental goals do you want to achieve during the mentoring relationship?</p> <p>First Goal <small>Becoming a preceptor</small></p> <p>Second Goal <small>Participating in a unit based council</small></p> <p>Third Goal <small>Obtaining CCRN and becoming a charge nurse.</small></p> <p>Other Goal <small>Becoming a chair of a hospital-wide council, include activities which helped/are helping you to achieve this goal.</small></p>	
<p>How do you plan to achieve these learning and developmental goals during the mentoring relationship?</p> <p>First Goal <small>Attend preceptor orientation workshop and obtain guidance from in-unit experienced preceptors. Become familiar with the SICU orientation pathway and survival guide.</small></p> <p>Second Goal <small>Commit to attend unit council to stay up to date on unit issues and initiatives.</small></p> <p>Third Goal <small>Orient to charge, continue to get feedback form peers. Take a CCRN review class and review questions daily in preparation for exam.</small></p> <p>Other Goal</p>	
<p>Mentee's Signature:</p> <p> , <u>4/5/2022</u></p>	<p>Mentor's Signature:</p> <p> <u>4/5/2022</u></p>

Mentoring Journal

(For Mentee)

Mentee Name/Credentials: Lily R Otieno, BSN, RN, CNRN.

Position: RN

Unit/Department: SICU

SMART Goal(s): *Specific, Measurable, Attainable, Realistic, Time bound*

- To obtain guidance and support in navigating the culture of the unit during transition as a new nurse.
- To develop skills and confidence in leading a committee.
- To obtain guidance in becoming a preceptor.

Mentor Name/Credentials: Andrew Fernandez, BSN, RN, CCRN, Chair mentorship cohort 2022.

Date: Timeframe: 04/05/2022

Face-to-face

Discussion:

First meeting on the mentorship program. Set mutual learning and developmental goals which included becoming a chair of a hospital based council, participating in a unit based council, becoming a preceptor, obtaining my CCRN and becoming a charge nurse.

Next Steps:

Discuss my prospective involvement in our Unit Council with the PCD

Date: Timeframe: 06/23/2022

- Face-to-face

Discussion:

Discussed challenges faced post returning to work from surgery and how I could continue to achieve my goals on the unit. Decision made to attend next unit council on July 27th with the approval of the PCD. Briefly spoke on how to seek opportunities to improve skill set.

Next Steps:

Confirm with the PCD next unit council attendance.
Seek out higher acuity patients from charge nurses to improve skills.

Date: Timeframe: 06/28/2022

- Face-to-face

Discussion:

Discussed obtaining CCRN certification and working towards becoming a preceptor and maybe transitioning into a charge nurse role in the future.

Next Steps:

Set a goal date to obtain certification.

Goal: Become a preceptor

**Nursing Orientation Competency and Progress Document:
Critical Care**

Orientee: Yephthe Michel **Educator:** Mary Brennan
Hire Date: 6/12/23 **Dept./Unit:** SALCU
Preceptor(s): Ly Otieno
Please include Name and Initials. IRO

Self-Assessment Key:

- **Novice (N):** Beginner with no experience.
- **Advanced Beginner (AB):** Limited experience needing guidance.
- **Competent (C):** Able to perform.

Methods of Validation Key:

- Observation in the Clinical Setting (O)
- Simulation (S)
- Verbal discussion (VD)*

*Comments: Verbal discussion only to be used if no clinical opportunity exists

Please select the patient populations that apply for competency validation:

- Neonates/Newborns Adolescents Geriatrics
 Pediatrics Adults

Competency	Self-Assessment			Method of Validation	Initials	Date	Comments/Feedback
	N	AB	C				
GENERAL ICU COMPETENCY							
1) Performs a comprehensive physical assessment to a critically ill patient (CC 1825).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O	IRO		
2) Performs proper room and equipment set-up for critically-ill patients based on clinical conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O			
3) Implements measures to manage pain, anxiety, delirium and sleep as per protocols (Pain Management, P101 ; ALCOHOL WITHDRAWAL STANDARD OF CARE, SOC 1755; Guideline: Medication Use Manual: PAIN/SEDATION MANAGEMENT IN MECHANICALLY VENTILATED ADULT INTENSIVE CARE UNIT PATIENTS)				O	IRO		
a. Utilizes validated assessment tools to complete an accurate comfort assessment:							
• CPOT (Critical Pain Observation Tool)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
• RASS (Richmond Agitation Sedation Scale)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O	IRO		
• Clinical Instrument for Withdrawal Assessment (CIWA-AR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O	IRO		
• Sleep Disturbance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O	IRO		

Competency	Self-Assessment			Method of Validation	Initials	Date	Comments/Feedback
	N	AB	C				
Perioperative Nursing Standard Periop 6008 (Care of the Patient with Malignant Hyperthermia)				VD	ino		

Validator Signature/Initials: IRU Date: _____
 Validator Signature/Initials: _____ Date: _____

Validator Signature/Initials: _____ Date: _____
 Validator Signature/Initials: _____ Date: _____

***The following ACTION PLAN section is only to be completed if Employee DOES NOT MEET specific orientation competencies:**

Date of Action Plan Implementation: _____

Orientation Competency	Action Plan	Target Completion Date

Signatures			
Title	Name	Signature	Date
Patient Care Director	Maxy Escalante		12/17/23
Nurse Educator	Mary Brennan		12/17/23
Orientee	Yephte Michl		12/14/23

ATTESTATION STATEMENT

The undersigned has satisfactorily met the requirements for release of orientation set forth by Nursing Professional Development at New York Presbyterian Hospital. The undersigned has completed the unit specific competency based orientation and has met verification of skills through one of the approved competency assessment methods.

- Although I have been cleared to work independently, I understand that it is my responsibility to recognize unfamiliar procedures, skills and clinical situations that present themselves in the future. In order to practice safely in these types of circumstances, I will seek out necessary resources and ask for help, supervision, guidance or direction, as appropriate to the situation.
- As part of my professional responsibilities and to optimize each patient experience, I offer my commitment to engage in ongoing learning and other activities that promote personal, clinical and scholarly growth.

Yephte Michl
 Orientee Signature

 Date

Nursing Orientation Competency and Progress Document:
Critical Care

Orientee: Alexis Love Educator: Mary Brennan
 Hire Date: 11/5/23 Dept./Unit: SICU
 Preceptor(s): Lily Otieno
 Please include Name and Initials. IRO

Self-Assessment Key:

- *Novice (N)*: Beginner with no experience.
- *Advanced Beginner (AB)*: Limited experience needing guidance.
- *Competent (C)*: Able to perform.

Methods of Validation Key:

- Observation in the Clinical Setting (O)
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 Pediatrics Adults

Competency	Self-Assessment			Method of Validation	Initials	Date	Comments/Feedback
	N	AB	C				
GENERAL ICU COMPETENCY							
1) Performs a comprehensive physical assessment to a critically ill patient (CC 1825).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O	LRO		
2) Performs proper room and equipment set-up for critically-ill patients based on clinical conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O	LRO		
3) Implements measures to manage pain, anxiety, delirium and sleep as per protocols (Pain Management, P101 ; ALCOHOL WITHDRAWAL STANDARD OF CARE, SOC 1755; Guideline: Medication Use Manual: PAIN/SEDATION MANAGEMENT IN MECHANICALLY VENTILATED ADULT INTENSIVE CARE UNIT PATIENTS)				O	LRO		
a. Utilizes validated assessment tools to complete an accurate comfort assessment:							
• CPOT (Critical Pain Observation Tool)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
• RASS (Richmond Agitation Sedation Scale)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O	LRO		
• Clinical Instrument for Withdrawal Assessment (CIWA-AR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O	LRO		
• Sleep Disturbance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O	LRO		

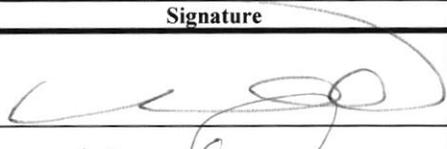
Competency	Self-Assessment			Method of Validation	Initials	Date	Comments/Feedback
	N	AB	C				
Perioperative Nursing Standard Periop 6008 (Care of the Patient with Malignant Hyperthermia)				VD	IRO		

Validator Signature/Initials  Date _____ Validator Signature/Initials _____ Date _____
 Validator Signature/Initials _____ Date _____ Validator Signature/Initials _____ Date _____

***The following ACTION PLAN section is only to be completed if Employee DOES NOT MEET specific orientation competencies:**

Date of Action Plan Implementation: _____

Orientation Competency	Action Plan	Target Completion Date

Signatures			
Title	Name	Signature	Date
Patient Care Director	Maxy Escalante		9/16/23
Nurse Educator	Nancy Brennan		9/16/23
Orientee	Alexis Lane		9/16/23

ATTESTATION STATEMENT

The undersigned has satisfactorily met the requirements for release of orientation set forth by Nursing Professional Development at New York Presbyterian Hospital. The undersigned has completed the unit specific competency based orientation and has met verification of skills through one of the approved competency assessment methods.

- Although I have been cleared to work independently, I understand that it is my responsibility to recognize unfamiliar procedures, skills and clinical situations that present themselves in the future. In order to practice safely in these types of circumstances, I will seek out necessary resources and ask for help, supervision, guidance or direction, as appropriate to the situation.
- As part of my professional responsibilities and to optimize each patient experience, I offer my commitment to engage in ongoing learning and other activities that promote personal, clinical and scholarly growth.

 Orientee Signature _____  Date _____

AACN CERTIFICATION CORPORATION

Certification Organization for the American Association of Critical-Care Nurses

27071 Aliso Creek Road | Aliso Viejo, CA 92656-3399
(800) 899-2226 - www.certcorp.org

January 03, 2024

Re: Verification of Certification

Goal: Obtain CCRN

Certificant Information:

Lily Otieno

[REDACTED]

[REDACTED]

To Whom It May Concern,

This letter serves to verify that the person listed above is currently certified by AACN Certification Corporation. Specific certification information including credential, patient population and certification period is listed below.

Certification	Patient Population	Certified Since	Current Begin Date	Current End Date	Reference Number
CCRN Acute/Critical Care Nursing	Adult	8/1/2023	8/1/2023	7/31/2026	[REDACTED]

All certifications may be renewed up to 120 days prior to the current end date.

If the verification information provided varies from your records, please email certification@aacn.org or contact AACN Customer Care at (800) 899-2226.

Sincerely,

AACN Certification Corporation



2023 cardiac council

Agenda

&

minutes summary

Feb 1st 2023

- Agenda
- Discuss annual council goals
- Monthly discussion topic
- Topic discussion
- Mental health awareness in the work space
- Take aways:
prioritize well being which highly impacts our engagement at work

March 1st 2023

- **Agenda :**

- AHA heart walk dates
- Summer ball date/location

- **Topic discussion**

- Bridging the generational gap at work

- **Take away**

- Every generation is shaped by the cultural norms of their time. We must be open to learning from the different generations.

April 5th 2023

- **Agenda**

- AHA heart date finalized
- Vote for summer ball menu

- **Topic discussion**

- Sense of belonging at the workplace

- **Take away**

- Working on creating safe spaces on our units to ensure that every person feels like they can be their true self.

May 3rd 2023

- **Agenda**

- AHA heart walk final details
- Summer ball final details 06/03

- **Topic discussion**

- Toxic work culture

- **Take away**

- Encouraging everyone to be a voice of change to speak up in spaces where toxic culture is portrayed

June 7th 2023

- **Agenda**

- Finalizing summer ball details

- **Topic Discussion**

- Psychological safety at work

- **Take away.**

- Importance of creating a safe space to , create a culture of learning, promote engagement, boost innovation and enhance retention

JULY

- **Agenda**

- Mid year Review
- Summer picnic final details 07/28

- Open table talk on ongoing issues at work/units

- **Discussion:**

- Current staffing shortages, decreased engagement on units, high turn overs and how we are rebuilding and reclaiming nursing.

September 6th 2023

- Agenda
- Open table topic discussion
- Sense of belonging .

NEW YORK PRESBYTERIAN HOSPITAL

2023 CARDIAC UNIT COUNCIL

Every 4th Wednesday
TIME: 8:00am-09:00am 7th Floor
Reethsman Room
Zoom & In-person

Goal: Become chair of a hospital wide council

PCD: Hollis George **Chair: Lily Otieno BSN, RN, CCRN** Co-Chair: Cesar Hernandez ICU

CARDIAC COUNCIL MEETING ATTENDANCE 2023

LEGEND: P - PRESENT/E - EXCUSED/A - ABSENT/V - VACATION

Name/Credentials	Title	Jan 4	Feb 1	Mar 1	Apr 5	May 3	Jun 7	Jul 5	Aug 2	Oct 4	Nov 1	Dec 6
Hollis George	PCD	-	-	-	P	P	P	E	P	V	P	E
Lovie Amolo CNS	CNS	-	E	P	P	P	P	E	A	E	P	E
Diana Smith PCD	PCD		E	P	P	P	P	E	P	E	P	E
Maxy Escalante PCD	PCD	E	E	E	E	E	E	E	P	E	P	E
Darshani Singh CNS	CNSI	E	E	P	P	P	P	E	P	E	P	E
Edgar Alarcon	CNIII	E	E	P	P	P	P	E	P	E	P	E
Jamil Jefferson	CNI	E	E	E	P	P	P	E	P	E	P	E
Jecelle del Rosario	CNI	E	E	A	A	P	P	E	A	E	A	E
Hollis George	CNI	E	-	A	P	E	P	E	A	E	A	E
César	ICUT	E	-	-	-	-	P	E	A	E	A	E
Gilbert serrano	UA	E	E	A	P	P	P	E	P	E	P	E
Maryrose Konuwa	CNI	E	-	-	-	A	P	E	A	E	A	E

Nicole Sadler	CNI	E	E	P	P	P	P	E	P	E	P	E
Carly Trent	CNI	E	-	-	-	P	A	E	A	E	A	E
Kailyn Eure	CNI	E	-	-	-	-	P	E	P	E	P	E
Maria Sofia Luga	CNI	E	E	P	P	P	P	E	P	E	P	E
Vijayasree Nair	CNI	E	E	P	P	P	P	E	P	E	P	E
Karilin Salcedo	CNI	E	E	E	P	P	P	E	P	E	P	E
Margie Lora Guzman	CNI	E	E	A	A	P	P	E	A	E	A	E
Nicola shirley	CNI	E	-	A	P	E	P	E	A	E	A	E
Guetchine Charles	CNI	E	-	-	-	-	P	E	A	E	A	E

Kailyn Eure	CNI	-	-	-	-	-	-	-P	-	-	E	P	E
Yasmeen	CNI	-	-	-	-	-	-	P	P	P	P	P	E
Nicole	RN	E	E	A	A	P	P	E	A	E	E	A	E
Jose Wong	ICUT	E	-	A	P	E	P	E	A	E	E	A	E
Day Llantén	RN	-	-	-	-	-	P	E	A	E	E	A	E
Stella Kim	RN	-	-	-	-	-	P	E	A	E	E	A	E
Margie Lora	RN	-	-	A	P	E	P	E	A	E	E	A	E
Kimberly Uzhca, RN	RN	-	-	-	-	-	P	E	A	E	E	A	E

SICU STRONG 2023

CONFIDENTIAL QUALITY AND PERFORMANCE IMPROVEMENT INFORMATION
 PREPARED PURSUANT TO, AND PROTECTED UNDER, NEW YORK PUBLIC HEALTH LAW SECTION 2805-m
 AND NEW YORK EDUCATION LAW SECTION 6527
 DO NOT CIRCULATE OR DUPLICATE

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Sun 12/24			7:01 AM	CP-ORNT SNA 11.5 D	7:46 PM				7:00AM-7:30PM	11.75	11.75	11.75
Mon 12/25			6:59AM		7:30PM				7:00AM-7:30PM	11.5	11.5	23.25
Tue 12/26												23.25
Wed 12/27			6:47AM	CP-CHG SNA 11.5 D	7:54 PM				7:00AM-7:30PM	12.0	12.0	35.25
Thu 12/28	Differential	3.5										
Thu 12/28	ESTA Time	10.0	7:00AM									
Thu 12/28	SNA Sick	11.5	7:00AM									
Thu 12/28	Sick.	11.5	7:00AM								11.5	46.75
Fri 12/29												46.75
Sat 12/30												46.75
Sun 12/31												46.75
Mon 1/01												46.75
Tue 1/02			6:57AM	CP-CHG SNA 11.5 D	7:30PM	7:30PM	CP-XTRASHFT SNA 11.5 D	8:29 PM	7:00AM-9:00PM	12.5	12.5	59.25
Wed 1/03			6:57AM	CP-MAGN SNA 11.5 D	10:00AM	10:00AM	CPC-NYSNA BiWk 11.5Hr 60ML DAY	7:50 PM	7:00AM-7:30PM	11.75	11.75	71.0
Thu 1/04												71.0
Fri 1/05												71.0
Sat 1/06												71.0
Sun 1/07				CP-CHG SNA 11.5 D			CP-CHG SNA 11.5 D	7:39PM	7:00AM-7:30PM			71.0

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Mon 1/08									7:00AM-7:30PM			71.0
Tue 1/09									7:00AM-7:30PM			71.0
Wed 1/10												71.0
Thu 1/11												71.0
Fri 1/12												71.0
Sat 1/13												71.0
Sun 1/14									7:00AM-7:30PM			71.0
Mon 1/15												71.0
Tue 1/16									7:00AM-7:30PM			71.0
Wed 1/17												71.0
Thu 1/18												71.0
Fri 1/19									7:00AM-7:30PM			71.0
Sat 1/20									7:00AM-7:30PM			71.0

Timecard Totals

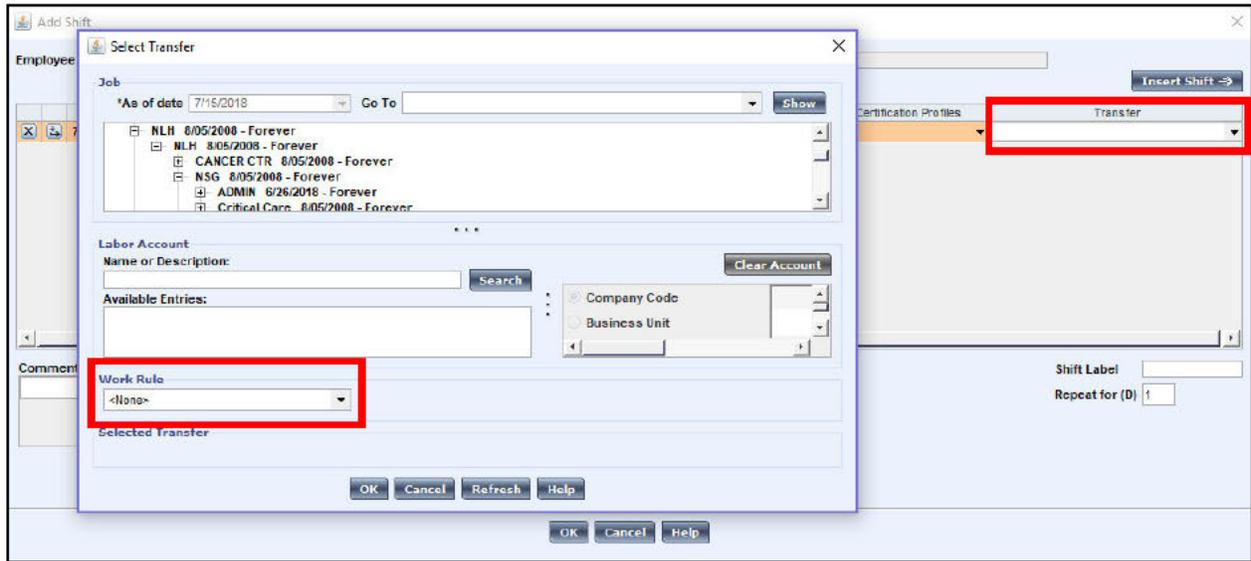
All

All

Location	Job	Account	Pay Code	Amount
Milstein/CC/605152 SICU	RN	NYP/CPMC/SNA/Not Defined/20504/605152/228	Daily OT Diff	2.0
Milstein/CC/605152 SICU	RN	NYP/CPMC/SNA/Not Defined/20504/605152/228	Daily Overtime	1.75
Milstein/CC/605152 SICU	RN	NYP/CPMC/SNA/Not Defined/20504/605152/228	Differential	17.5
Milstein/CC/605152 SICU	RN	NYP/CPMC/SNA/Not Defined/20504/605152/228	Holiday Worked	11.5
Milstein/CC/605152 SICU	RN	NYP/CPMC/SNA/Not Defined/20504/605152/228	Magnet Activities	2.0
Milstein/CC/605152 SICU	RN	NYP/CPMC/SNA/Not Defined/20504/605152/228	Orient to Unit	11.5
Milstein/CC/605152 SICU	RN	NYP/CPMC/SNA/Not Defined/20504/605152/228	Orient to Unit Daily OT	0.25
Milstein/CC/605152 SICU	RN	NYP/CPMC/SNA/Not Defined/20504/605152/228	Premium OT Diff	3.5
Milstein/CC/605152 SICU	RN	NYP/CPMC/SNA/Not Defined/20504/605152/228	Regular	32.5
Milstein/CC/605152 SICU	RN	NYP/CPMC/SNA/Not Defined/20504/605152/228	SNA Sick	11.5
Milstein/CC/605152 SICU	RN	NYP/CPMC/SNA/Not Defined/20504/605152/228	SNA-LPN Higher Class	23.0

KRONOS – Work Rule Guide: Columbia Presbyterian

Work rule assignments are added through the Shift Editor in the Schedule Planner.



I Want to Pay:	Job Type	Meal Break	Work Rule	Designation
Agency Orientation	RN	30min	AMN ORNT Travel	30m Non Flex
	RN	60min	AMN ORNT Travel	60m Flex
Advance Cardiac Life Support	RN	30min-60min	CP-ACLS SNA 10	30m or 60m
	RN	60min	CP-ACLS SNA 11.5	Day or Night
	RN	60min	CP-ACLS SNA 12.5	60m
	RN	30min	CP-ACLS SNA 7.5	30m or 60m
	RN	30min-60min	CP-ACLS SNA 9.5	30m or 60m
	RN	30min-60min	CP-ACLS SNA 9	30m or 60m
Basic Cardiac Life Support	1199	30min	CP-BCLS 1199 12.5 30m	30m or 60m Day or Night
	1199	30min-60min	CP-BCLS 1199	30m or 45m or 60m Day, Eve, or Night
	1199	30min-60min	CP-BCLS 1199 PT	30m or 45m or 60m Day, Eve, or Night
	RN	30min-60min	CP-BCLS SNA 10	30m or 60m
	RN	60min	CP-BCLS SNA 11.5	Day or Night
	RN	30min-60min	CP-BCLS SNA 12.5	30m or 60m
	RN	30min-60min	CP-BCLS SNA 7.5	30m or 60m
	RN	30min-60min	CP-BCLS SNA 9.5	30m or 60m

	RN	30min-60min	CP-BCLS SNA 9	30m or 60m
1199 Weekly	1199	30min-45min	CPC-1199 WKly	30m or 45m Day, Eve, or Night
	1199	30min-60min	CPC-1199 WKly PT	30m or 45m or 60m Day, Eve, or Night
Charge Pay	1199	30min-60min	CP-CHG 1199 12.5	30m or 60m Day or Night
	1199	30min-60min	CP-CHG 1199	30m or 45m or 60m Day, Eve, or Night
	1199	30min	CP-CHG 1199 PT 30m	Day, Eve, or Night
	RN	30min-60min	CP-CHG SNA 10	30m or 60m
	RN	60min	CP-CHG SNA 11.5	Day or Night
	RN	60min	CP-CHG SNA 12.5	60m
	RN	30min	CP-CHG SNA 7.5	30m or 60m
	RN	30min-60min	CP-CHG SNA 9.5	30m or 60m
	RN	30min-60min	CP-CHG SNA 9	30m or 60m
Computer Information System	1199	30min-60min	CP-CIS 1199 12.5	30m or 60m Day or Night
	1199	30min-60min	CP-CIS 1199	30m or 45m or 60m Day, Eve, or Night
	1199	30min-60min	CP-CIS 1199 PT	30m or 45m or 60m Day, Eve, or Night
	NonUnion Weekly	30min-60min	CP-CIS NU WKLY	30m or 60m Day or Night
	NonUnion Weekly PT	30min-60min	CP-CIS NU WKLY PT	30m or 60m Day or Night
	SNA 10	30min-60min	CP-CIS SNA 10	30m or 60m Day or Night
	SNA 11.5	30min-60min	CP-CIS SNA 11.5	Day or Night
	SNA 12.5	60min	CP-CIS SNA 12.5	Day
	SNA 7.5	30min-60min	CP-CIS SNA 7.5	30m or 60m 75h
	SNA 9.5	30min-60min	CP-CIS SNA 9.5	30m or 60m
SNA 9	30min-60min	CP-CIS SNA 9	30m or 60m	
Computer Information System BackFill	1199	30min-60min	CP-CIS BKL 1199 12.5	30m or 60m Day or Night
	1199	30min-60min	CP-CIS BKL 1199	30m or 45m or 60m Day, Eve, or Night
	1199	30min-60min	CP-CIS BKL 1199 PT	30m or 45m or 60m Day, Eve, or Night
	NonUnion Weekly	30min-60min	CP-CIS BKL NU WKLY	30m or 60m Day, Eve, or Night