

Nursing Procedure/Quality Improvement Committee
Meeting Minutes
December 20, 2011

- I. Call to Order: Those present – Penny Shonkwiler, Omolara Ayodele, Andrea Taylor, Jennifer Deakin, and Jamie Perry. Absent – Theresa Truelove.
- II. Approval of Minutes: The November 15, 2011 minutes were approved as written.
- III. Old Business: The Vaccine Administration plan was updated as a result of a recent VFC inspection request and copies were distributed to members. Jamie will send out the record retention policy from the Illinois State Archival office – there is no need to create a procedure.
- IV. Quality Improvement Audits: The November audit results were reviewed for the three clinical divisions. The staff is asked to record the name of the client whose chart they reviewed at the bottom of the audit form. This way staff can go back and correct errors or omissions in their documentation.

Audit results for the 2011 year were reviewed. The Medication error goal was met and exceeded with 4 reported errors for 2011 as compared to 2 reported in 2010 – which increased by 100%. Medication Documentation compliance increased 5-10% across all divisions to 95%-100% which also met and exceeded the goal. Medication Storage Compliance was increased by a minimum of 10% for every month in all divisions except one month. To address this problem the staff in that division will assign a nurse to cover temperature checks when the primary immunization nurse is out of the building.
- V. New Business: Jamie presented a draft tool for an Infection Control Audit for next year. The committee agreed to accept this document with approved changes. Jamie will have tool revised to read observed or interviewed. She will bring an updated Infection Control procedure to the January meeting. It was decided that we would continue to audit medication records since this proved to be a successful method to identify medication errors and correct problems. In addition Penny Shonkwiler will edit her STD documentation tool and conduct audits in Infectious Disease.
- VI. Adjourn: Assignments as above. Staff will also conduct audits for Infection Control and Medication Documentation in January once the tools are refined. Due date for completion of these audits will be no later than January 31, 2012.