

APGNN Minutes – Board Retreat

Date: April 30th, 2016

Time: 0838-1545 EST

Facilitator: Ryan Shonce

Recorder: Rose Pauley-Hunter

Meeting Attendees

Amy Donegan, Robyn Robinson, Kerry Reed, Pam Morgan, Maureen Egan, Diane Kocovsky Absent: Denise Pollard-Manigault

AGENDA

Topic	Presenter	Discussion	Outcomes
0838	Ryan	Meeting called to order. Ryan re-iterated the expectation for newsletter articles from all committee chairs.	
0839	Ryan	Attempted to call, text and email Denise	Unable to leave VM; text & emails sent
0840-0849 Ballot	Diane	Reviewed open positions: Program, Clinical Practice, Media, Membership, Secretary/Treasurer. Robyn & Kerry stepping down, Rose & Maureen are running again. Steve S., RN not a member but would be good for secretary/treasurer. Robyn suggests Barb Hisey or Jaime Stork as potentials for her position. Kerry has a couple names for her position.	Ryan to elicit names from NASPGHAN for possible nominees Robyn to vest any nominees as full members Diane will be the initial one to reach out to nominees after Robyn gives the ok
0850-0900 Clinical Practice	Kerry	Ryan's PP on feeding tubes is done & ready to post. Biliary atresia is done—on hold pending NASPGHAN guidelines soon to be released. Kerry announces these modules in newsletter. Pam suggested we need to market these modules more. Rose suggested blast email. These modules are also available to NASPGHAN members. It was suggested that they are a little cumbersome to get to. Diane stated we are unable to get nursing credit for any of the NASPGHAN modules because there was no	Kerry will be getting the recording done of the Biliary atresia module by one of her hepatology nurses.

		nurse on their planning committee.	
0901-0918 Patient & Family Education	Pam	<p>Stated Dr Sferra has had no meeting with his committee. Pam has 3 pages of what needs to be done, can't tell if new projects or revisions, she tried to ID priorities. Pam has all the work Amy Painter did but it has not been reviewed. Pam asked what the review process was & it was stated there is no formalized process. Dr Sferra wants the information in a specific format—mostly likely so it is formatted for Gkids.org</p>	<p>Pam plans to attend DDW committee meeting virtually; Ryan offered to attend in person if needed.</p> <p>Pam has educators at her work that would be available to give the content a first review, then to be reviewed by her committee and then go to the NASPGHAN committee.</p> <p>Goal is to get G-Tube piece to Dr Sferra before DDW hopefully for review by his committee at that time.</p>
0919-0933 Media	Amy	<p>Inconsistent flup from Mark- per Diane shutting off members only site will not decrease our costs.</p> <p>Ryan complimented Amy on all the social media posts that have been made.</p> <p>Listserv is getting some use.</p>	<p>We need to send all members only info to Margaret so she can get our members only site set up. Info to be sent: Annual Report (President's letter is public), Learning modules, Tel. Triage, Bylaws. Annual Meeting info to be public.</p> <p>Diane to communicate with Mark regarding website utilization/changes.</p> <p>Amy to check with Ben about being able to add attachments on Listserv</p> <p>Amy requests/pleads with all committee chairs to review their sections of the website and get back to her so she can update the website</p>
0934-1002 Membership	Robyn	<p>20 new members since last conference call. List of members with interests shared with those in attendance. Robyn stated her committee was addressing new member engagement & retention of current members. Goodie bag for new members? Extra Jump drives?</p> <p>World congress booth—application has been submitted, We have extra pens, post it notes to have a booth; need to order candy. Book to be available – Special conf price of \$35; new members get free copy or for \$10 shipping. \$25 Amazon Card for raffle for new members. Kerrie suggested Robyn send</p>	<p>It was suggested a member survey is needed to assist with engagement and retention activities. Membership survey—last one in 2003 plus the one down last year with Lori Stohs</p> <p>Robyn to continue quarterly updates of committee interest lists to board members</p> <p>Board members to send emails to committee members inviting them to apply for awards and scholarships in June</p> <p>Robyn to check with Ben to order 15 extra jump drives-email blast to members before meeting notifying members of the opportunity. Need to check on cost.</p> <p>Robyn to set up sign up genius—need 1 board member + 1 to</p>

		<p>quarterly emails with new member information. Robyn suggested it is very important for new incoming chairs to get an adequate orientation to the role & Diane reiterated that the outgoing chair is to stay on the committee for 1 year after leaving the chair position.</p>	<p>work each shift; Pres. & program chair to be excused from working due to other responsibilities. Robyn to develop sign for books at booth, Rose to ship a box Robyn to continue to brainstorm ideas for the booth-Decorations include Flags, world map with push pins Rose to ship post-its' pens and candy for booth Committee member signs ups at booth Laptop for membership applications? A few paper backups to be at booth as well.</p> <p>Excellence in Nursing Practice Award will receive a plaque</p>
1003-1108 Program	Maureen	<p>Acceptance letters going out soon, All info needs to be back to Maureen by July. Ex in Clin. Practice & Mentor Award to be given at Social which may be offsite; discussion held about necessity for social, Ryan feels it is important for networking. Diane suggested RSVP for social; possible pay to participate? Kerry suggested informal meet at a spot then decide impromptu event. Ryan reviewed that her Regional Prometheus Rep may come through with some funding. She also contacted Dr. Drossman as another source of funds. Discussion about what other groups are doing for the social?</p> <p>Robyn suggested a Map at the booth to mark where attendees came from It was suggested we scrap the Sunrise Wellness Event & event for Thursday—between post grad & actual course.</p> <p>Maureen reiterated we have 21 speakers @ \$100 each + pharmacist @ \$200</p>	<p>Maureen to check with Ben to see how to get APGNN committee info to circulate on the slides between presentations—instead of the NASPGHAN slides. Ryan to set up social—partially dependent on funding</p> <p>Maureen to finalize the program agenda and send to all Board members ASAP as this is needed for grant writing</p> <p>Maureen to email the RD and psych groups to see what their social plans are. Maureen to email Margaret about potential assistance with food costs from the other 2 groups. Maureen to insure that a printed Agenda gets in every bag Robyn to order map.</p> <p>It was unanimously agreed that the APGNN board meeting to start at 5pm Thursday</p>
1109-1205	Robyn	Reviewed EX in Clinical Practice application.	See Attachment A

Awards		It was suggested to add clarification to website for better description of awards	See Attachment B
1206-1216 Master Calendar	Ryan	Ryan developed a Master Calendar for review from the handbook	See Attachment C
1217-1237 Lunch	ALL		
1238- Competency/Clinical Ladder	ALL	<p>Ryan reviewed that we are unable to set up certification after meeting/discussing with several experts in the area. The original idea was suggested by NASPGHAN members as a method to help orient those new to GI nursing. Ryan suggested we work on Clinical Ladder similar to what hospitals use. A membership survey was suggested as needed to determine exactly what is needed. Another suggestion was to consider setting up a fellows category for established members to help engagement. Ryan questioned what does being a fellow really mean? Different groups define it differently. Robyn suggested setting up a fellowship as a path for novice to expert—begin with the end in mind.</p> <p>Ryan reviewed Denver Children’s GI specific clinical skills from Kerry—the following were suggestions for Skills checklist—Title Orientation Guide for GI Nurses</p> <ol style="list-style-type: none"> 1. Basic understanding of the scopes & standards of care for the pediatric patient 2. Basic anatomy/physiology of GI system 3. Common GI conditions 4. Diagnostic Testing-Lab, Radiology & GI procedures <p>Suggested that we might use Clinical practice committee to further develop this list. Also suggested this as a live document</p>	See Attachment D

		<p>with links to appropriate resources.</p> <p>Amy suggested we survey GI dept managers & NASPGHAN members to see what they would like in an orientation package. Pam suggested the telephone triage protocols should be used.</p> <p>Discussion was held for survey questions for both NASPGHAN and general membership. Survey questions were developed –See attachments E & F—Robyn to develop survey monkeys & forward link to Ryan & Amy.</p>	<p>See Attachment E—Ryan to craft the email request to NASPGHAN members to send with survey & then ask NASPGHAN office to email out</p> <p>See Attachment F—Robyn to request an APGNN email blast to send out survey to membership</p>
1545	Ryan	Meeting Adjourned.	

ATTACHMENT A

APGNN Excellence in Nursing Practice Guidelines for Submission/Evaluation

Deadline for submission of nominations: August 1, 2016

Purpose

This award is established to acknowledge and honor APGNN members in good standing that excel in the care of Pediatric Gastroenterology, Hepatology and Nutrition patients.

Eligibility

Has been an APGNN member during the past 36 months

Submission Criteria-All nominations must include

- ❖ One- to two-page (typed, approximately 250 word) letter of nomination that enumerates the ways in which the APGNN member reflects the purpose of the award; fostering practice, teaching and/or advocacy
- ❖ Curriculum vitae of nominee
- ❖ APGNN Nominator's name, professional credentials and contact information

Award Process

Award to be selected by members of the APGNN Executive Board and coordinated by the Membership Committee Chairperson. The recipient will be awarded a commemorative plaque and a check in the sum of \$250.00 during the annual APGNN meeting to be presented by his/her nominating APGNN member.

Criteria Used In Evaluating Nominees

- ❖ Provides excellent model of professionalism
- ❖ Has expanded the role of nursing in gastroenterology, hepatology and nutrition
- ❖ Assists nursing colleagues in professional development. Actively guides and assists with clinical work, research and/or education; articulates and encourages high standards
- ❖ Accessible for advice and assistance as a mentor for those new to the specialty and takes time to ensure guidance is provided
- ❖ Is actively involved as an APGNN member in clinical, educational and/or research activities
- ❖ Provides assistance to overcome problems or barriers to ongoing professional development
- ❖ Collaborates with other disciplines

Electronically submit to Robyn Robinson, APGNN Membership Chair, rrobinsonpnp@cox.net no later than August 1, 2016.

ATTACHMENT B

Excellence in Mentoring: This award is an opportunity for an APGNN member in good standing to nominate a colleague who has been a mentor to the nominee's professional development in the field of pediatric Gastroenterology, Hepatology and Nutrition. Those interested in learning more about this award should review the link below.

Excellence in Nursing Practice: This new award is an opportunity for an APGNN member in good standing to nominate a colleague that excels in the care of pediatric gastroenterology and hepatology patients. Those interested in learning more about this award should review the link below.

Excellence in Education: This award is an opportunity for an APGNN member in good standing to present an educational activity they have designed and implemented that has addressed an unmet need in pediatric Gastroenterology, Hepatology and Nutrition. The winner of this award receives a \$500 travel stipend, 2 night hotel stay and complimentary registration for the annual meeting in order to present this project. Those interested in learning more about this award should review the link below.

Susan G Moyer Nursing Research Grant: This one-year grant is available to pediatric gastroenterology, nutrition and hepatology nurses to support research activities that have the potential to advance nursing care of patients and families of children with gastrointestinal, hepatobiliary, pancreatic or nutritional disorders. Monies are awarded in support of a meritorious research projects to study the nursing care of families and children with pediatric gastrointestinal, hepatobiliary, pancreatic or nutritional disorders. Those interested in learning more about this award should review the link below.

Scholarships: Scholarships are available to an APGNN member in good standing to provide financial assistance to attend the annual conference. The scholarship will cover two full members and one associate member's conference tuition and hotel accommodations for 2 nights shared hotel room or 1 night single room. Those interested in learning more about this award should review the link below.

ATTACHMENT C

APGNN MASTER CALENDAR

January:

Program: Obtains post conference survey

February:

Program: 1st conference call, reviews post evaluation results

March:

Sec/Treasurer: Prepares tax documents

Program: Agenda Completed

Media: 1st newsletter (quarterly)

Research: Solicits applications for Susan G Moyer Research Grant

Membership: Quarterly dues/membership update

Clinical Practice

Patient/ Family

April:

Past President/President solicits major grant submissions

Program: Finalize agenda

Media: Newsletter (quarterly)

Past president: Call for nominations for open board position

May:

President: Attends DDW

Membership: solicits nominations for Excellence in practice and Excellence in Mentoring awards, scholarships

June:

Pt/Family: Solicits nominations for Excellence in Education award

Membership: Quarterly dues/membership update, Verify candidate eligibility

Program: Contract for CEU

Clinical Practice/Research: Reviews abstracts, selects POD

July:

Media: Newsletter (quarterly)

President Elect: Revises by-laws (if needed)

Program: Speaker packets completed

Clinical Practice/Research: Selects POD

August:

Past president: Sends election ballots

Secretary/Treasurer: Orders all awards

Program: CEU application complete

September:

Past President: Announces election results

President: Update APGNN history

Membership: Quarterly dues/membership update, Creates new contact list with all APGNN board members

Media: Newsletter (quarterly)

Secretary/Treasurer: Prepare annual report (budget)

October:

President: Attends NASPGHAN board and foundation meetings, hands out officer gifts

November:

Program: Sends out post conference survey

December:

Membership: Quarterly dues/membership update

ATTACHMENT D

Competency Assessment Criteria	Self-Assessment Learner to Complete		Validation of Competency Preceptor to Complete			
	Needs review/ practice	Competent	Method of Instruction P = Policy/Procedure Review E = Education Class C = Computer Based Learning D = Demonstration V = Verbal Discussion	Date	Initials	Evaluation Method O = Observation RD = Return Demonstration T = Written Test V = Verbalize D = Documentation
<ul style="list-style-type: none"> Abdominal/Pelvic Ultrasound <ul style="list-style-type: none"> Barium Enema Gastric Emptying Scan Cecostomy Placement MRI, MRE, CT 						
<ul style="list-style-type: none"> Coordinates care for gastroenterology procedures: <ul style="list-style-type: none"> Colonoscopy Colonic Stent Rectal Botox Application Flexible Sigmoidoscopy Upper Intestinal Endoscopy Biliary Stent Esophageal Dilation, Stent placement and Mitomycin-C application PEG and PEG-J Tube placement Pyloric Dilation and Botox application Endoscopic Ultrasound Endoscopic Retrograde Cholangiopancreatography (ERCP) Single Balloon Enteroscopy <ul style="list-style-type: none"> Small Bowel Stent pH Impedance Study Video Capsule Liver Biopsy 						
<ul style="list-style-type: none"> Demonstrates proper procedure for: <ul style="list-style-type: none"> Lactose/Urea Breath Test Manometry Studies 						

Competency Assessment Criteria	Self-Assessment Learner to Complete		Validation of Competency Preceptor to Complete			
	Needs review/ practice	Competent	Method of Instruction P = Policy/Procedure Review E = Education Class C = Computer Based Learning D = Demonstration V = Verbal Discussion	Date	Initials	Evaluation Method O = Observation RD = Return Demonstration T = Written Test V = Verbalize D = Documentation
<ul style="list-style-type: none"> Abdominal/Pelvic Ultrasound <ul style="list-style-type: none"> Barium Enema Gastric Emptying Scan Cecostomy Placement MRI, MRE, CT 						
<ul style="list-style-type: none"> Coordinates care for gastroenterology procedures: <ul style="list-style-type: none"> Colonoscopy Colonic Stent Rectal Botox Application Flexible Sigmoidoscopy Upper Intestinal Endoscopy Biliary Stent Esophageal Dilation, Stent placement and Mitomycin-C application PEG and PEG-J Tube placement Pyloric Dilation and Botox application Endoscopic Ultrasound Endoscopic Retrograde Cholangiopancreatography (ERCP) Single Balloon Enteroscopy <ul style="list-style-type: none"> Small Bowel Stent pH Impedance Study Video Capsule Liver Biopsy Demonstrates proper procedure for: <ul style="list-style-type: none"> Lactose/Urea Breath Test Manometry Studies 						

Competency Assessment Criteria	Self-Assessment Learner to Complete		Validation of Competency Preceptor to Complete			
	Needs review/ practice	Competent	Method of Instruction P = Policy/Procedure Review E = Education Class C = Computer Based Learning D = Demonstration V = Verbal Discussion	Date	Initials	Evaluation Method O = Observation RD = Return Demonstration T = Written Test V = Verbalize D = Documentation
• Demonstrates knowledge of Digestive Health						
• Verbalizes resources and care guidelines for Digestive Health patients and implements interventions to promote positive outcomes, including:						
o Cecostomy care						
o Bowel clean out and maintenance						
o Enema administration						
o Enteral feeding tube						
E. Informatics						
1. Demonstrates utilization of appointment and procedure scheduling process in EPIC						

In signing this competency assessment, I agree I have been oriented as documented above. I recognize my own limitations, will seek resources when I am unsure of a planned action and agree to perform according to CHCO policy/procedures, Nurse Practice Act and Professional Standards of Practice.

Signature of Employee _____ Employee Number _____ Date _____

Preceptor signature	Preceptor Employee number	Preceptor Unit	Date

Signature of Educator/ Manager _____ Employee number _____ Date _____

References:

- Scope and Standards of Practice for Professional Ambulatory Care Nursing. 2010 -8th Edition. American Academy of Ambulatory Care Nurses.
- Telehealth Nursing Practice Administration and Practice Standards. 2007 – 4th Edition. American Academy of Ambulatory Care Nurses.

10/19/2015

ATTACHMENT E

1. Which of the following would be most helpful for new GI nurses and advance practice providers in your practice:
 - i. Webinars
 - ii. Modules
 - iii. Skills checklist
 - iv. APGNN Clinical Handbook
 - v. Mentorship program for nursing
2. How many nurses work in your practice?
3. How many advance practice providers (NP/PA) work in your practice?
4. Which of the following would most likely influence your decision to subsidize APGNN membership:
 - a. Fellow of APGNN (recognition of professional achievements – similar to clinical advancement)
 - b. Reduced rates for memberships
 - c. Group rates for nurse memberships
5. What best describes your practice:
 - a. Private
 - b. Hospital based – name of institution
6. What are additional ways APGNN can support you nursing and advance practice staff?

Name (optional):

ATTACHMENT F

1. What resources do you think are beneficial for new to GI staff (nurses, NPs, PAs)?
 - i. Webinars
 - ii. Modules
 - iii. Skills checklist
 - iv. APGNN Clinical Handbook
 - v. Mentorship program for nursing
 - vi. _____
2. What would influence your decision to pursue a fellowship program (ie clinical ladder) through APGNN?
 - a. Something to add to your professional CV or resume
 - b. Personal motivation
 - c. Recognition by your peers
 - d. Help with professional advancement in your current employment
 - e. Cost
 - f. Add your own: _____
 - g. This is not something I'm interested in
3. Would you be interested in participating in a working group to create a formal advancement program through APGNN?
 - a. Yes
 - b. No
4. How many nurses work in your practice
5. How many advance practice providers (NP/PA) work in your practice
6. What best describes your practice:
 - a. Private
 - b. Hospital based
 - c. Name of institution _____
7. Education level:
 - a. DNP/PhD
 - b. MS/MSN
 - c. BS/BSN
 - d. RN/ADN
 - e. LPN
8. How many years have you been in GI practice? _____
9. Are your dues paid by:
 - a. Myself
 - b. Employer
10. Would you be interested in participating in an orientation member guide for GI staff?
 - a. Yes
 - b. No

Name (optional):