

UCSF School of Nursing
Faculty Practice (FP) Committee
Meeting Minutes

Meeting: May 10, 2001

Present: Pilar Bernal de Pheils (chair), Jill Howie, and JoAnne Saxe; *and* R. Slaughter (guest)

Absent: Joanna Weinberg

<i>Discussion Item</i>	<i>Action or Decision</i>
1. Old business: 1.1 Global Directory	R. Slaughter mentioned development of FP Folders on the global directory would be straightforward. Actions: <ol style="list-style-type: none"> 1. R. Slaughter will appraise D. Kell of our interest, and; 2. J. Howie, P. Bernal de Pheils and J. Saxe will meet with R. Slaughter and D. Kell to develop a table of contents and introduction folder and a FP Committee folder
1.2 Administrative assistant (A.A.) support	Z. Mirsky agreed to provide A.A. support from the Dean's Office for the purpose of developing and maintaining data base for UCSF Faculty/Staff credentials, certification and UCSF FP employee health status (e.g. current on PPD status and immunizations). It is anticipated that each dept. will input new hire data in this database since each dept. inputs a variety of data into other School of Nursing databases at the time of hiring.
1.3 Clinical Compliance	No report

Next meeting: TBD in September 2001

Meeting: October 18, 2001

Present: P. Bernal de Pheils (chair), C. Deitrich, R. Eversley *and* J. Saxe

Topic	Action or Decision
1. Reviewed FP Committee functions	<ul style="list-style-type: none"> • None
2. Old Business 2.1 Pre-placement and annual surveillance for SON faculty and staff involved with one or more of the SON FP sites	<ul style="list-style-type: none"> • Services will be offered starting the week of October 22, 2001 at the Employee Health Service (EHS) satellite office, 350 Parnassus, Suite 210. Phone: 885-7580. • List of faculty and staff will be sent to EHS. • Until system for tracking is fully implemented, communications between EHS and the School of Nursing (SON) will transpire between J. Saxe and D. Vogeli, Nurse Manager of EHS
2.2 Common computer directory for FP resources	<ul style="list-style-type: none"> • R. Slaughter states the directory is almost completely constructed. • Folders include: Purpose of and Table of Contents for the FP Global Directory, Table of FPs, Committee Members, Committee Functions, Minutes, Employee Health Surveillance Program, and FP Forums.
2.3 FP database	<ul style="list-style-type: none"> • J. Saxe reported that the database for tracking faculties' professional licenses, CPR, PPD and immunization update has been constructed via the Dean's Office. • Karen Mah Hing or Nancy Wang will input data for existing employees. A designated dept. representative will need to input data for new hires. • J. Saxe will present a plan for implementation at the next FP meeting.
3. New Business 3.1 Update FP tables	<ul style="list-style-type: none"> • J. Saxe will circulate tables to the faculty representatives for noting revisions.
3.2 '01-'02 Goals, objectives and work plan	<ul style="list-style-type: none"> • Deferred to next meeting

Next Meeting: Th. November 29, 2001 in N405C

UCSF School of Nursing
Faculty Practice (FP) Committee
Meeting Minutes

Meeting: Nov. 29, 2001

Present: P. Bernal de Pheils (Chair), C. Deitrich, R. Eversley, J. Saxe,
Nancy Wang, *guest presenter*

- Minutes of October 18, 2001 reviewed and approved.
- **Topic: Faculty Practice database by Nancy Wang.** Presentation and explanation of the Faculty Practice Central Data Base with illustrative handouts. Entries into this data base for new hires will be done by a designated person in each department. Continuing faculty will send their data directly to Nancy Wang. This discussion extended then into an explanation of the Global Faculty Directory by Pilar with a discussion of desired modifications e.g. should names of all faculty involved be included or simply a contact person? Preplacement and annual surveillance program will proceed using this data base and will be ongoing. Update for the Directory and Faculty Practice tables are web based and should be sent to David Kell.
 - **Action:** Determine who the contact person will be for each department. Update Data Base and Tables as needed. Each department representative will insure the system is in place in her department.
- **Topic: Establish goal and objectives for the coming year**
Pilar reviewed each of the outlined goals and objectives from the 2000-2001 statement.
 - Goal 1A Ongoing and plans for update is described above
 - Goal 1B Update list of faculty practice with emphasis on research interest. Rani presented a detailed discussion regarding Quality Assurance and her research interests related to it including patient satisfaction vs. efficacy of care, she reviewed some of her studies in progress. The committee felt this topic would be a good one to pursue for a CE program sometime in the future as well as for current students as part of their curriculum.
 - **Action:** Rani will consider this and report back to this committee.
 - Goal 1C Continue without modification, committee functions are described in the Faculty Global Directory.
 - Goal 1D Continue, not modified
 - Goal 1E Continue, not modified.Postponed for discussion at the next meeting.

There may be confusion about the definition of faculty practice, who is in one and should therefore be included in the directory and be subject to the annual surveillance guidelines. JoAnne reminded us that a definition was developed by Diana Taylor in the past and was approved by faculty.

- **Action:** Joanne will circulate this document before the next meeting for discussion. Once this is clarified among committee members we will recirculate and discuss with the rest of the faculty.

The next meeting was scheduled for Jan.10, 2001 at 12-1:30

UCSF School of Nursing
Faculty Practice (FP) Committee
Meeting Minutes

Meeting: January 24, 2002

Present: P. Bernal de Pheils, C. Deitrich, R. Eversley and J. Saxe

<i>Topic</i>	<i>Action or Decision</i>
1. Setting meetings for this year	<p>Following meeting dates Winter Spring 2002:</p> <ul style="list-style-type: none"> • February 14, 10:30 to 12 noon • March 5, 2-4 PM • April 18, 10 to 12 noon. • May 16, 11 to 12 noon.
2. Faculty Practice definitions	<ul style="list-style-type: none"> • Faculty practice definitions distributed were discussed, there is a definition from Community Health Systems Department that reflect the School of Nursing definition (Draft?). Questions arise about the relevance of discussion of definition and the advantages or disadvantages for faculty to consider their practice as faculty practice. • It was decided to invite Zina Mirsky to our next meeting to discuss this issue.
3. Quality assurance follow-up/ possible workshop	<ul style="list-style-type: none"> • The interest on offering the workshop on Quality Assurance as one of the Committee's activities continues. Rani Eversley is interested in participating as one of the speakers for the workshop. She has not been able to contact Marilyn Verhae, Marilyn was suggested as a co-speaker, she is a nurse with expertise on this the topic. • It is decided to offer the workshop, at the end of Spring quarter (finals week). And request Zina Mirsky for School financial support. Pilar will help Rani locate Marilyn Verhae.
4. Continue with objectives review for this year.	<ul style="list-style-type: none"> • Not discussed, deferred for next meeting

Next Meeting: Thursday, February 14, 2001 in N405AB

UCSF School of Nursing
Faculty Practice (FP) Committee
Meeting Minutes

Meeting: February 14, 2002

Present: P. Bernal de Pheils (chair), and J. Saxe

Absent: C. Deitrich, R. Eversley

<i>Topic</i>	<i>Action or Decision</i>
1. Reports: <ul style="list-style-type: none"> • Q A Workshop • Meeting with Zina • Date change for May meeting 	<ul style="list-style-type: none"> • Letter was sent to Zina requesting support for the workshop. Workshop will be offered final's week of Spring quarter (June 12, 2002). For 4 to 8 hours. JoAnne believes more than four hours may be too much for faculty. Marilyn Verhae cannot participate as speaker in the workshop, Rani is aware of this, and is searching for another faculty. • Will continue discussion for workshop next meeting pending communication from Zina and Rani • May meeting will be held May 16, 2002 from 11 am to 12 noon
2. Global Repository Data	<ul style="list-style-type: none"> • Pilar reviewed data from the Global Repository: <ul style="list-style-type: none"> • The following data are included and need to be updated: Meeting minutes: it was decided that the last meeting minutes will be left as an open file and folders by academic year will be created so all minutes by year will be in a folder. • Pre-placement and Annual Surveillance Program: <ul style="list-style-type: none"> • Will be included as described in a prior meeting. Committee proceeding Forums: Once new proceedings are created, previous forum proceedings will be archived in a folder. • Current UCSF School of Nursing Practice: JoAnne will send an updated table from her Dept with the addition of a new column, "Contact person", for each faculty practice. Pilar will have the new updated tables placed in the Global Directory. Tables from the other Depts. will be updated when the definition of Faculty Practice is confirmed. • Current Policies and procedures: JoAnne will send the DCHS Policy and Procedure Manual from their Faculty Practices. • Clinical Guidelines: the Committee will search for guidelines to include in this item. • Patient Education Materials: as above • Links to relevant Web Sites: as above
3. Review of objectives for this year.	<p><i>The functions of the Faculty Practice Committee were reviewed</i></p> <p>Function A.</p> <ul style="list-style-type: none"> • Develop faculty practice policies that articulate the integration of research, teaching, practice and service. • After brainstorming with several ideas, the group decided to explore—with each Department's faculty—the notion of holding next academic year a series of workshops/seminars on how to maintain fiscal stability/self-sufficiency of the faculty practices and at the same time benefiting faculty compensation for Faculty who are active participants in the faculty practices. An example is to invite private foundations to these meetings to find out how we could be successful in receiving financial support from them. Another example is to invite successful grant writers and hold a clinical training grant workshop to help us to be more successful in grant writing. • Before bringing this decision to Depts., consensus regarding his recommendation amongst all committee members is needed. <p>Function B.</p> <ul style="list-style-type: none"> • Provide consultation and resources to faculty involved in faculty practice within each department • The workshop discussed above will fulfill that function. <p>Function C.</p> <ul style="list-style-type: none"> • Provide guidance to faculty and administration on the Compensation Plan in relation to faculty practice revenues. • Activities proposed in function a can also fulfill this function.

Adjourned at 11:40. Next Meeting: March 5, 2002 in N405AB

UCSF School of Nursing
Faculty Practice (FP) Committee
Meeting Minutes

Faculty Practice (FP) Committee Minutes

Meeting: March 5, 2002

Present: P. Bernal de Pheils (chair), J. Saxe and Z. Mirsky (ex-officio)

Absent: C. Deitrich, R. Eversley

Topic	Action or Decision
1. Old Business	<ul style="list-style-type: none">• Z. Mirsky presented and reviewed the approved UCSF school of Nursing FP definition, which P. Bernal de Pheils will post on the global directory and will be used for determining what constitutes a nursing FP.• Z. Mirsky will assist with the review and update of the FP tables from last year• J. Saxe forwarded the most current DCHS FP policy and procedure manual to P. Bernal de Pheils, which will be posted in the repository. J. Saxe plans to update this document in Summer 2002.• J. Saxe forwarded the HEDIS website (www.ncqa.org/Programs/HEDIS/) to P. Bernal de Pheils, which will be posted in the repository.• Health Insurance Portability and Accountability Act (HIPPA) update will be included in the QA workshop. P. Bernal de Pheils will invite the UCSF Privacy Officer, D. Yano-Fong to facilitate the discussion.
1.1 FP definition	
1.2 FP tables	
1.3 Global repository	
1.4 QA workshop	

Next Meeting: April 18, 2002 10:00 a.m. -12 noon in N405AB