

**Jersey City Medical Center
Operating Room
Meeting Minutes – August 16, 2012**

Present: Cheryl Owens RN, Iris McLoughlin SPD Coordinator, Elise Camponella RN, Barbara Farnish RN, Wanda Hillerd Patient Care Technician, Senen Cabalin RN, Sarah Thompson Surgical Technician, Joyce Chat RN, Pamela Barrera RN, Kenya DeGroat Surgical Technician, Maria Hordynsky, Surgical Technician, Pat DiBello RN, Madeline Asuncion RN, Kelly Loo RN

Topic	Discussion	Resolution
Magnet- Stories for newsletter	Ms. Loo requested that the staff submit their stories to the newsletter for publication	Discussion ensued regarding the types of stories necessary
Trickey Tray	Ms. Loo stated that a basket is to be donated for this sale-she was looking for suggestions as to the theme of the basket-the monies are to be donated towards a NICU “giraffe” bed	The staff suggested some potential themes for the basket
Incident Reports	Ms. Loo reinforced the necessity for filling-out these reports on rL Solutions-she reviewed what issues should be reported	
Mandatory Education Modules	These are located on-line now-it is everyone’s responsibility to complete	
Repairs	Ms. Loo stated that all non-functioning items/equipment needs to be taken out-of-service for BioMed to repair-notify the equipment technician	
Council Membership	Ms. Loo stated that she wanted a list re: Council membership so that she could ensure that staff members are off during the times of the meetings-	Pat DiBello RN(Charge Nurse) stated that the staff needs to let her know a day or two prior to the meeting so that she can make arrangements

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Sutures	Barbara Farnish RN is the nurse responsible for the suture materials as far as par levels and usage.	Barbara requested that all staff return unused suture to the proper boxes, or instead of taking loose suture into the suites, take the whole box so that unused suture is returned to the proper box.
Team Huddles	Ms. Loo suggested that they have a team huddle prior to taking the patient into the OR suite to ascertain that all items are available for a particular procedure	Elise Camponella RN was in favor of the idea. She stated the perfect time for that would be in SDS when the entire team was interviewing the patient
Night Nurse	Sennen Cabalin stated that another night nurse is needed. She states that they are busy every night and she has difficulty maintaining the rooms and performing her administrative duties	Cheryl Owens told Kelly Loo to add an additional nurse to the budget for 2013
Sterile Processing Department Report	A report was produced that our immediate use items has gone down to practically nothing. They are tracking and trending data in order to detect what new trays/items need to be purchased in order to totally eliminate this process	Madeline Asuncion RN requested that the trays that are on order be posted on the bulletin board and the EPA so that everyone will be informed what items are ordered and when they will arrive
Battery Charging for pneumonic equipment	Maria Hordynski, Surgical Technician from the night shift, requested that the batteries	The Sterile Processing Department agreed that this was more efficient and

