

**MAGNET RECOGNITION PROGRAM SITE VISIT AGENDA
Houston Methodist Sugarland Hospital (HMSH)**

FINAL AGENDA

CNE: Janet Leatherwood – jleatherwood@houstonmethodist.org - 281-274-8005

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The purpose of the site visit is to verify, clarify, and amplify the information submitted in the written documentation. The appraisers will come with specific questions for each of the requested sessions. Unless requested on the agenda, prepared presentations or supplemental documentation for review will not be necessary.

Appraisers:	Team Leader	Team Member 1	Team Member 2
	Ruthann Papke (RP) Escort: Karen Cothran	Pat Johnson (PJ) Escort: Rose Joseph	Teresa Stanfill (TS) Escort: Maria Gordon

Day 1	Date: Monday, July 10, 2017			
Time	Topic	Appraisers		Room
		<i>Team Leader</i>	<i>Team Members</i>	
7 a.m.	Pick up Appraisers at hotel and drive to Hospital.	RP	TS, PJ	
7:30- 9 a.m.	<u>Initial meeting with CNO and MPD</u> Introductions and confirmation of agenda. Please have available the names, departments and titles of the people attending the meetings during the site visit	All	All	Janet's office
9-10 a.m.	Executive Team (CNO, MPD, CEO, CFO, CIO, Chair of Board, Board members) (Breakfast)	All	All	Admin. Board Room
10-11 a.m.	Nursing Leadership (Nurse Managers, Directors, Charge Nurses) Excludes CNO or executive team above	All	All	Brazos AD
11 a.m. - Noon	Shared Governance Chairs (presentation of Shared Governance model)	All	All	Brazos B
Noon-12:15 p.m.	Travel/Appraiser Time	All	All	
12:15-1:30 p.m.	Lunch with Direct Care Nurses (approximately 15-20 staff nurses)	RP		Brazos D

12:15-1:30 p.m.	Lunch with Direct Care Nurses (approximately 15-20 staff nurses) Teresa will join here		PJ	Brazos A
12:30-1:30 p.m.	Tour Nursing Unit: 4W, 5W		TS	
1:30-2:30 p.m.	Tour Nursing Units: 4E, 5E	RP		
1:30-2:30 p.m.	Tour Nursing Units: 6W, 6E		PJ	
1:30-2:30 p.m.	House Supervisors		TS	Brazos B
2:30-3:30 p.m.	Tour Nursing Units: Brazos 5		TS	
2:30-3:30 p.m.	Community Baby Shower Project Showcase		PJ	Brazos A
2:30-3:30 p.m.	Retention and Recruitment – all individuals responsible for HR/nurse recruitment/nurse retention	RP		Brazos D
3:30-3:45 p.m.	Appraiser Time	All	All	
3:45-4:45 p.m.	Document review	RP	TS	Brazos Admin Conf Room
3:45-4:45 p.m.	Open Forum		PJ	Brazos F
4:45-5 p.m.	Appraisers meet	All	All	Brazos Admin Conf room
5-5:30 p.m.	Meet with CNO, MPD	All	All	Admin Boardroom
5:30 p.m.	Appraisers return to hotel	All	All	

Day 2		Date: Tuesday, July 11, 2017		
Time	Topic	Appraisers		Room
		Team Leader	Team Members	
7 a.m.	Pick up appraisers at Hotel	All	All	
7:30-8 a.m.	Meeting with CNO, MPD	RP	PJ/TS	Janet's office
8-9 a.m.	Physician Leaders Focus on Collaboration, MD RN relationship (breakfast)	RP	TS	Admin Boardroom
8-9 a.m.	Breakfast with Direct Care Nurses (15-20)		PJ	Brazos A

9-10 a.m.	Research/Evidence Based Practice Council	RP	PJ	Brazos D
9-10 a.m.	Open Forum		TS	Brazos F
10-11:45 a.m.	Tour of Nursing Units: Emergency Departments (Main ED and Sienna ED (Mary Harris & escort will drive Ruthann to Sienna ED)	RP		
10-11:45 a.m.	Tour of Nursing Units: Brazos ICU, Main ICU		PJ	
10-11:45 a.m.	Tour of Nursing Units: Infusion Center & Cancer Center, Endoscopy		TS	
11:45 a.m. - Noon	Appraiser Break/Travel time	All	All	
Noon -1 p.m.	Lunch with Direct Care Nurses (approximately 15-20)	RP		Brazos D
Noon -1 p.m.	Lunch with Direct Care Nurses (approximately 15-20)		PJ	Brazos A
Noon -1 p.m.	Biomedical Ethics Committee and Biomedical Ethics Consult Team (lunch)		TS	Brazos B
1-1:15 p.m.	Travel and Appraiser Time	All	All	
1:15-2:15 p.m.	Tour of Nursing Units: PACU and Same Day Procedures (AOD)		PJ	
1:15-2:15 p.m.	Meet with HR representative to review employee documents	RP		Brazos A
1:15-2:15 p.m.	Tour of Nursing Units: NICU and Newborn Nursery		TS	
2:15-3:30 p.m.	Interprofessional Delirium Project		TS	Brazos B
2:15-3:45 p.m.	Advanced Practice Nurses		PJ	Brazos E
2:15-3:45 p.m.	The Methodist Experience Council	RP		Brazos C
3:45-5 p.m.	Tour Nursing Unit: CV Unit and Cath Lab	RP		
4-5 p.m.	Document Review		PJ	Admin Boardroom
3:45-5 p.m.	Community members' meeting - to include any individuals or groups in the community with whom the organization partners or who would like to share their partnership experiences with HMSH		TS	Brazos AD
5-5:15 p.m.	Appraiser meeting	All	All	Admin Conf room
5:15-5:30 p.m.	Meet with CNO, MPD	All	All	Admin Boardroom
5:30 p.m.	Appraiser return to hotel			

Day 3		Date: Wednesday, July 12, 2017		
Time	Topic	Appraisers		Room
		<i>Team Leader</i>	<i>Team Members</i>	
7 a.m.	Pick up appraisers at hotel	All	All	
7:30-8 a.m.	Meeting with CNO, MPD	All	All	Janet's office
8-9 a.m.	Breakfast with Direct Care Nurses (approximately 15-20)	RP		Brazos A
8-9 a.m.	Breakfast with Direct Care Nurses (approximately 15-20)		TS	Brazos D
8-9 a.m.	Professional Development Council (breakfast)		PJ	Brazos B
9-10 a.m.	Tour of Nursing Units - Wound Care Center, Spine Center		TS	
9-10 a.m.	Information Technology including IT representatives and involved direct care nurses		PJ	Brazos B
9-10 a.m.	Open Forum	RP		Brazos F
10-11 a.m.	Tour Nursing Unit - Brazos 6		TS	
10-11 a.m.	Interprofessional collaboration to reduce hospital acquired clostridium difficile infections	RP		Brazos C
10-11 a.m.	School(s) of Nursing Representatives - please include those who can speak to the nursing school partnerships with the hospital		PJ	Brazos AD
10-11:15 a.m.	Travel and Appraiser time	All	All	
11:15 a.m.- 12:30 p.m.	IRB (lunch)	RP	TS	Brazos B
11:15 a.m.- 12:30 p.m.	Join IRB for lunch, then tour Nursing Unit -LDRP (Birthing Center)		PJ	
12:30-1:30 p.m.	Tour Nursing Unit - Operating Room		TS	
12:30-1:30 p.m.	Tour Nursing Units -Pre-Admission Testing, Imaging Nurses	RP	PJ	
1:30-2:15 p.m.	Appraiser Time	All	All	Admin Conf room
2:15 to 3:15 p.m.	Concluding remarks with CNO, MPD, CEO	All	All	Admin Boardroom
3:15 p.m.	Team departs for airport			