

Data Ability Team Meeting Agenda

February 25, 2015

3:00 pm

Attending: Sarah L, Anna G, Deb R, Dylan C, Debbie G, Kelly M, Colleen V, Katie W, Maureen T

1. Announcements/Discussions/Reminders

- a. January Attendance Award: ★Deb R★
 - i. 3 attendance awards = giftcard
- b. New corkboard pieces for appreciation notes – THANK YOU ANNA ●
- c. **Reminder:** on med sheets, when clerks are gone or absent for their medication time, please record with an "A", do not leave blank! Also, please remember to sign the bottom signature area.
- d. **Tuesday, March 17th – St Patrick's Day Talent Show**
 - *i. Encourage clerks to share their talents!*
- e. New Attendance/Vacation Policy *no more than 90 days in advance*
 - i. Review/Sign

*Exception
Plane
tickets*

2. Monthly Training

- a. Signs and Symptoms of Illness and Injury
 - i. Please return Quizzes to Sarah by **March 31, 2015**
 - b. Missing Persons – *Within 30min call house
2nd call memo → 911*
- Caseload Breakdown**

Katie W:

BH: moving Feb 27th
RN:
LZ:
MS: ??
DC:
TB:

Debbie G:

JP: annual Feb 27th, new goals *who, what, when, why communication*
CJO: will be featured on the March Rise Reporter cover, new AccessIt/charger
NJ: *Longer Numbers*
JC:

Deb R:

CB:
PB: continued absences
AH: *pentair*

Dylan C:

VP: new meditation class
TR:
LM:

MW:

Colleen V:

MR:

HB:

DT:

SM: chair updates?

Kelly M:

KW:

AR: upcoming vacation, very excited!

CG: issues with KL

LP: upcoming annual

Anna G:

MS:

HL: leave of absence – 1-3 months?

KL: working on Cummins prep

JT:

Sarah L:

EP:

CJE:

After the annual meeting, please remember to make a copy of the updated Standing Order Med Sheet and Seizure protocols and put in the medication book, Copy of new CSSP Addendum, SMA, and IAPP in the RMP book, and a copy of the outcomes in the Outcome book to be signed at the next staff meeting