PURPOSE

The ED Clinical Practice Council (CPC) will define, implement and maintain standards of best nursing research and promote the best evidence based practice (EBP) approach to patient care. The SMH ED CPC will also communicate and coordinate with the practice and education councils for implementation of EBP. These standards will be guided by the American Nurses Association Scope of Practice, the District of Columbia Board of Nursing Practice Act, a desire to promote the highest quality of care, and dissemination of evidence-based nursing practices.

The SMH ED CPC will meet monthly at the time and place listed on the website: http://www.hopkinsmedicine.org/sibley-memorial-hospital/patient-care/team/nursing/edcpc.html.

SCOPE/AUTHORITY

The scope of the council is to oversee the development and authorization of evidenced-based standards of practice for nurses.

The SMH ED CPC is the legitimate forum for decision-making in the department of nursing services and retains the accountability for the process and outcome of issues related to nursing practice, education, quality and research. Decision-making at the council level is performed through a voting process. Each council member may vote on council issues. Voting requires a minimum of greater than 50% of members be present. A majority vote of members is required for adoption when consensus is not reached.

RESPONSIBILITIES

The responsibilities of the council include but are not limited to:

- Define, implement and maintain standards of practice/care to provide a framework for all patient care activity located in the Emergency Department;
- Incorporate research (evidence based) findings into clinical practice;
- Assist in the development of/approve documentation standards and forms;
- Assist in the development of Emergency Department clinical policies and procedures;
- Assess and recommend modifications of systems that impact patient care based on EBP;
• Review outcomes and processes of care to evaluate the quality and appropriateness of care delivered;
• Receive, review and act on recommendations from other departments or committees;
• Address interdepartmental matters that impact patient care activities and work toward resolution;
• Develop effective methods to communicate with staff (staff meeting presentations and website)
• Review charter of ED CPC every one (1) year.
• Review Standards (Protocols, Procedures, and Guidelines) every one (1) year.

MEMBERSHIP

Membership shall be:

Membership in the SMH ED CPC is considered a commitment. Members are expected to attend fifty percent (50%) of all meetings, and participate in the online/email forums. Non-participation will result in dismissal from the Council by the Chair and a new representative will be assigned.

MEETING PROCEDURES

• The Council shall meet monthly on the fourth Tuesday of every month at 0730 (A.M.) for 4 hours.

• Agenda and minutes shall be maintained for each meeting by an appointed secretary and will be distributed to each member at least one week prior to the meeting date.

• One half plus one of the total representatives of the Council constitutes a quorum and is deemed appropriate for conducting business of the Council.

CHAIR RESPONSIBILITIES

• Screen incoming requests and issues, facilitate Council meeting agenda, chair Council meeting and call for a vote if a consensus is not reached;
• Delegate Council assignments;
• Remove representatives who are not fulfilling their responsibilities;
• Make decisions when necessary on behalf of the Council and communicate decision at the next scheduled meeting;
- Represent the Council at Hospital based Practice Council and meet regularly with the Advisor for Patient Care Services to review, plan and receive advice.

**MEMBER RESPONSIBILITIES**

- Communicate agenda items to Chair no less than one week prior to scheduled meeting;
- Serve as a resource to their department council;
- Elicit input from and represent their department concerns, needs and desires; provide information to the House Council from the represented discipline;
- Make decisions based on the best possible outcome for the whole (patient, Hospital, peers, unit);
- Communicate in a timely manner the goals, actions, decisions and rationale to their department staff on a regular basis;
- Ensure decisions of the Council are implemented;
- Performs duties and tasks assigned by CPC Chair.
Review Date: December 2015

Reviewed by:

- Vivian Gibson, Director of Medical/Surgical Services, Practice Council Facilitator
- Christine Inglisa, Nurse Manager of Orthopedics, Practice Council Chair