

From: McGhee, Linda H *HS
Sent: Friday, September 07, 2012 12:07 PM
To: Quick, Cindy W *HS; May, Cheryl M *HS; Lockley, Holly J *HS; Cullen, Suzanne M *HS; Conley, Donna J. *HS; Davis, Catherine P *HS
Cc: Tyson, Amber *HS; Stevenson, Jaquelin E *HS
Subject: Upcoming changes



Shift Managers,

I will apologize from the start - this is going to be a lengthy e-mail....

Our move to 7 North and 8 North is impending. We have a target date of September 17th. We have a few things that **MUST** be done next week in order to make sure that we are ready (safeplace and lockdown capabilities). We meet again next Monday to make sure we are on track and once we get the final "yes it is a go" we will notify **all** staff.

In the meantime we have been meeting frequently to discuss how things will progress around the actual move, the new areas, new processes and staffing. As shift managers, I have heard that there are several questions/concerns and I would like to update you on our thoughts and give you an opportunity to let me know if there is anything else we should be considering within this role.

- **Assignment Sheets.** After discussing how most people start their morning, we felt that posting the assignment sheets in the 7 West and 7 Central Lounges is the best solution for people to determine where they are working. At this point we are not moving anyone's locker. So staff will be coming in those areas to put away their personal belongings and they could check which area they would be on for the day. We feel that it doesn't necessarily have to be the entire patient assignment but it could be a copy of the blank assignment sheet posted with the area listed at the top. So sometime during the "A" shift, the shift manager would go and post the three assignment sheets on the back of the lounge door for the night shift and sometime on the "P" shift, the shift manager would do the same. Thoughts?
- **Unit Huddle.** I have heard that most people feel this is ineffective, so I am sending something out to staff asking all to weigh in on getting rid of the morning huddle and switching to the idea below.
[0700-0730 \(1900-1930\): Staff will participate in report at the bedside. Staff will come in and go directly to obtaining one on one report.](#)
[0700-0730 \(1900-1930\): Charge Nurses from Days and Nights and HUCS will huddle in the 7 North Lounge to exchange report.](#)
[0745 \(1945\): Charge Nurse will pull the team together and let them know what is happening on the unit and update with pertinent information](#)
- **Shift Manager Location** with three areas: With 7 and 8 North being new units, I feel that there will need to be a presence on those floors. Currently we will only have the 2 shift managers- remember that the three areas will be temporary through refurbishment, 8 weeks. Then 7 North will be used for other refurbishment and renovations. It will ultimately be our unit but it will be a chess game for awhile. So....one shift manager will need to be primarily for 7 Central and 7 North and the other for 8 North. With that being said, I do think that we need to make every attempt to work together and cover all areas together.
- **Rounds.** I have asked Cindy to discuss with the shift manager group ideas regarding rounds. A couple of thoughts, can both shift managers participate in rounds- such as one do all of Peds and the other cardiology? And think about the implementation of walking rounds with heme-onc. This is one area that I believe that shift managers can help mold what this looks like and I need for all of you to participate in this discussion.

Please feel free to respond to us all and start a dialogue about anything above.

Thanks,
Linda M.