

## Practice Meeting-January 30, 2023 @0930am

### Items with Admin

- No admin Jan 31, Feb 1 & possible Feb 2-can RM's help each day to answer phone/check messages?
- Update VD & BK about slack PM agenda channel
- IS sessions/ disc video info session-**Jamila**
- Late arrivals- develop late arrival policy?-**Jamila**
- Use of Slack for -communication with Admin -**Jamila**
- Scanning old charts-**Jamila**
- Danielle Accuro practice consultant-disc her role, schedule training sessions
- New Biliary Atresia Screening-anything needed by admin?
- NR Hire-June/July 2023
- Scheduling of Peer Review & Strides??
- 2023 Schedule of SHN MW Dept meetings?
- Editing forms on Accuro-Jamila & Bruna?

### Items with Midwives

- Slack communication between RM's/ how to use review
- Trello-updated cards with Bell paging system, SHN sleep room, SHN-MD locker room, SHN-RM locker, EPIC ordering admission covid swab
- Plan at another PM to review how to use Trello?-helpful?
- Biliary Atresia Screening
- Draft schedule until March 31 (to be worked on soon)
- Accuro patient messaging interruption for 7-10 days approx. from Jan 24
- Plan time to brainstorm team configuration with NR
- Go live with Accuro postpartum charting for mom and baby Feb 1<sup>st</sup> ?
  - disc use of laptop vs ipad
  - update admin so she knows not expect the paper copies anymore
  - should we finalize editing of pp forms first?
- Confirm VD & BK BTC access working. Disc who changes over pager-person coming on or person going off?
- Revisit how pp visits are done, by who for day 1,3/4, 5/6/7, flexibility on when they are done, consideration for visits having to be done by back up if primary ends up at birth
- Who should be responsible to input the date and time of discharge form the hospital on the pp forms? When to be done?
- Reminder- who did PP visits for Shenez Quinton, put documentation in on Accuro, mother PP form fixed now.