**NewYork-Presbyterian/Queens PPS**

Project –SNF Project Sub-Committee

*Project Committee Meeting*

*February 18, 2016 10:30pm – 11:00pm EST*

**Attendees**: C. Duffy (St. Mary), C. Keane (NYPQ), K. Wilshire (Elmshurst), J Garramone (NYCK),B. O’Hra (Chapin), S. Kalinowski (NYP/Q), V. Gonzalez(Woodcrest), S. Weger (IPC Healthcare) D. Fredman ( Margaret Tretz), L. Spiegel (Margaret Tretz), B.T (Sapphire)

| **Topic** | **Discussion** | **Actions** |
| --- | --- | --- |
| 1. **Agenda:**
 | * Welcome & Introductions
* Identify top player for each partners
* INTERACT
* INTERACT training
* Project Requirements
* Question &Discussion
 |  |
| 1. **Welcome & Introductions**: C. Keane
 | * There was positive feedback from the EPEC training, it is highly recommended that one representative from each partner should attend.
 | * N/A
 |
| 1. **Identify top payer for each partners:**

 Team | * There will be a survey that includes the top payers, palliative questions, & INTERACT sent out to the partners
 | * N/A
 |
| 1. **INTERACT:**

Team | * Each partner must identify who their facility champion is and review the roles and responsibilities.
 | * Partners will send identified champions to PMO .
 |
| 1. **INTERACT Training:**
 | * There will be 2 dates for INTERACT training which are 6 hour sessions in May and June.
* A nurse Manager, Manager of Aides and housekeeping must attend the training.
 | * PMO will send out INTERACT dates, locations, and times .
* PMO will send out palliative care dates information.
 |
| 1. **Project Requirements:**

S. Kalinowski | * Requirements are due by DY1,Q4
* Each partner must identify a facility champion
* Each partner must educate all staff on care pathways and INTERACT principles.
 | * PMO will send out EPEC training/ registration information
 |
| 1. **Questions & Discussions**
 | * All Partners should complete the Survey and return it to the PMO.
* April 1st Year 2 begins.
 | * PMO will send out survey to be completed with top payers, facility champions, and tracker document.
 |