**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** |
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| 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. |