SECTION 1: Purpose
The PNSO shall promote excellence in nursing practice by establishing, upholding and advancing evidence-based clinical practice in all clinical settings. The Clinical Practice Committee is accountable to the Cabinet for guiding the development, implementation and evaluation of nursing practice and documentation standards.

SECTION 2: Principles
The Clinical Practice Committee shall:
- Promote evidence-based clinical practice.
- Collaborate with the Nursing Policy Program to review and define professional nursing practice and documentation to promote consistency across clinical settings.
- Communicate substantive changes in nursing practice and documentation to the PNSO;
- Receive and consider nursing practice and clinical concerns from all areas within the Health System.
- Report to the Cabinet at least quarterly providing a summary of activities and bringing forward any recommendations pursuant to the purpose of the Committee or the PNSO.

SECTION 3: Structure
CHAIR & VICE-CHAIR
The work of the PNSO Central Clinical Practice Committee is guided via a Chair and Vice-Chair.
- The Chair and Vice-Chair will make recommendations into the nomination of the successor to fill the position of Vice-Chair.
- The Chair and Vice-Chair are nominated by the PNSO Cabinet Executive Committee and approved by Cabinet.

Chair:
- One year term
- Estimated time commitment determined annually.
- Qualifications:
  - Signed Statement of Commitment & Support for Participation by clinician, Manager and Director.
- Responsibilities:
  - Participate in monthly interprofessional Patient Care Committee on behalf of Nursing.
  - Attend PNSO Cabinet to represent central committee
  - Plan/lead meetings as outlined in PNSO Operational Guideline #5
  - Collaborate with PNSO Coach to:
    - Plan meetings
    - Evaluate committee progress and outcomes
    - Support accountability for members participation in committee activities
  - Use the PNSO Agenda/Minutes template for meetings.
  - Summarize monthly discussion topics/achievements with PNSO Agenda/Minutes template and store in unit/area designated Z drive folder. Examples of minutes
  - Incorporate monthly Shared Governance topic into agenda
For how to access the Z drive and/or how to secure a workstation (required to access Z), click here.

- Summarize quarterly activities and submit via PNSO Office Quarterly Outcomes Template: April, July, October, and December.
- Attend Quarterly Check-Ins: March, June, and September.
- Utilize Shared Governance Help Chain for Nursing practice issues or questions and additionally for information sharing and spread of new/changed nursing practice.
- Bring forward any recommendations pursuant to the purpose of the committee or the PNSO as a whole to the PNSO President/President-Elect or to the corresponding topic-appropriate PNSO Central Committee Chair/Vice Chair.
- Notify the PNSO Support Office of any changes in Regional Shared Governance Committee leadership.

**Vice-Chair:**
- One year term
- Estimated time commitment determined annually
- Qualifications:
  - Signed Statement of Commitment & Support for Participation by clinician, Manager and Director.
- Vice-Chair Responsibilities
  - Record committee meeting minutes in lieu of PNSO Support Staff as needed
  - Succeed to Chair position after one year.
  - Plan/Lead meetings in lieu of Chair when needed.
  - Assume the duties of the Chair when needed or in the event the Chair is unable to serve.

**SECTION 4: Membership**
Central Clinical Practice Committee membership is derived from the Regional Committee leadership, nursing leader(s), and operational program leader(s). The Immediate Past-Chair will be an ex-officio member for one additional year as a resource to the Chair.

**Standing Members:**
- Chair
- Vice-Chair
- PNSO Coach
- Nursing Director (as applicable)
- NPDS representative (as applicable)
- Chair, Nursing Quality Committee
- Chairs, Regional PNSO Committees
- Chair, Nursing Documentation and Informatics Subcommittee
- Epic EMR liaison
- Nursing Leadership representative(s) – Manager/Director/Administrator
- PNSO President and President-Elect

**Ad Hoc Members:** Infection Preventionist; Director of Accreditation; Supply/Equipment logistics liaison

**Member Responsibilities:**
- Qualifications:
  - Signed Statement of Commitment & Support for Participation by clinician and Manager.
  - Complete Pre-work as assigned
  - Active representation and engagement, bringing issues from daily practice
  - Attendance of >80% of meetings
- Attendance at annual Evidence Based Practice Symposium
- Members must provide prior notification to the chair if he/she will be unable to attend a meeting per PNSO Operational Guideline #5.

SECTION 5: Process

- Meeting Frequency:
  - Monthly
- Communication method(s):
  - A. E-mail: CL Nursing Practice Committee
  - B. Collab “Practice” tab: Resources, Discussion & Polls
- Documentation of activities:
  - Minutes: PNSO Agenda/Minutes template
  - Outcomes: Outcomes report web form
  - E-mail