

Nurse Manager and Leader TO DO List Magnet Site Visit Preparation

- 1) Ensure you have a Magnet Champion
 - a. You may share areas if needed
 - b. Facilitate attendance at shirt fitting Thursday, Jan 23 at Glen Theatre from 0715-0800 and 0800-0900; there will be a makeup session. The Champions will wear these at site visit.
- 2) Submit education validation report for your direct reports to me. (If you have not one is attached.)
- 3) Support your managers in submitting education/certification counts to Kristy Stewart by Jan 31
- 4) Select an area where your staff will meet with appraisal team during the site visit
 - a. Display and update the PPM Poster
 - b. Display the quality data for your area - NDNQI/RN Sat was distributed through the Magnet Champions and Pt Sat will be distributed in February
- 5) List Unit Council initiatives or wins (1-2 to share at site visit)
- 6) Post Magnet Moments that are sent with Huddle Points weekly
- 7) Share the Guide to the Site Visit with staff. We are developing a pocket guide.
- 8) Finish Talent Conversations by end of Jan with Professional Development Goal and Peer Feedback tools attached.
- 9) When the document is released on line for viewing please encourage your staff to read the sources of evidence and stories. Sign on information will be provided after the dates are arranged.

Closer to site visit (when we have dates)

- 1) Review your staff schedule for the right fit and number on the visit dates
- 2) You will be asked to provide credentials and years of service at MH on the spreadsheet developed from KRONOS – If not in KRONOS you will need to supply your schedule with that information. More information will be coming on that process.
- 3) Your staff schedule will be sent to the Team Leader for staff selection at breakfasts (night shift) and lunches and the selections will be returned 1 week prior to the site visit
 - a. Notify your staff they were selected
 - b. NO substitutions are allowed except in an emergency and have to be approved at the site visit by the Team Leader
- 4) First Impressions on your unit
 - a. The appraiser will visit with direct care staff for about 20 minutes and as many staff as you have working should be available so you will need to work out coverage. Typically 6-8 is a good starting number for RNs. If appropriate other team members may sit in.
 - b. The staff should greet the appraiser on the unit at the point of entry. Managers and Directors may be at the greeting but then should move onto the unit.
 - c. Is there something specific about your unit you want to point out or display?