**Nursing Practice Council (NPC)-Clinical Practice Issue Form**

| Name (print in full): | Date: |
|---|---|
| Facility/Program: | Department/Unit: |
| Email: | Phone Number: |

Section 1: To be completed by nurse submitting clinical practice issue to NPC:

Clinical practice issue:

Possible solutions:

Facility leadership aware:  Yes___      No___

Section 2: To be completed by NPC:

NPC member assigned:

| To NPC for: | Decision | Discussion__ | Referral |
|---|---|---|---|
| Priority: | Emergent__ | Urgent__ | Non-urgent |
| Status: | Active__ | Deferred__ | Complete |

Status Update/Final Outcome:

Communication back to submitting nurse: Date:_____Date:_____Date:_____
Clinical Practice Issue-Additional Notes page(s) added ___
NPC member signature upon completion:

Name:_____Signature:_____Date:_____

**Form Instructions For Use:**

1. Form to be available in both electronic and print form (printed 2 sided).
2. Nurse submitting form is requested to:
   a. Enter full name, date, program/facility, department/unit, email and phone number
   b. Complete Section 1 (incomplete forms will be returned to sender with request for completion prior to acceptance)
   c. Submit form via email to: nursingpracticecouncil@southernhealth.ca
3. NPC Administrative Assistant to regularly check NPC email and assign form to a NPC member.
4. Assigned NPC member to determine reason for bringing forward to NPC (decision, discussion or referral), do initial prioritization (emergent, urgent, non-urgent) and contact the nurse submitting clinical practice issue if further details needed.
5. Assigned NPC member to notify NPC Co-Chairs and Administrative Assistant of clinical practice issues requiring emergent attention.
6. Otherwise, assigned NPC member to prepare to discuss urgent/non-urgent issues at next scheduled NPC meeting.
7. Assigned NPC member to update/complete form as work on clinical practice issue occurs and send updates to NPC Administrative Assistant. "Clinical Practice Issue-Additional Notes" page to be added for further documentation if needed. Check box in Section 2 to be checked if additional notes added.
8. Assigned NPC member to provide ongoing and final communication updates to nurse that submitted clinical practice issue as needed.
9. Clinical practice issues to be tracked and monitored by NPC using Clinical Practice Tracking Spreadsheet.
10. Assigned NPC member to sign and date bottom of form when work complete.
11. All forms submitted to NPC will be posted on Southern Health-Santé Sud (SH-SS) Health Provider Site (HPS) when complete so that all SH-SS nurses/staff can be informed and aware.