

Nursing Practice Council (NPC)-Clinical Practice Issue Form

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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. Assigned NPC member to sign and date bottom of form when work complete.
- 10. All forms submitted to NPC will be posted on Southern Health-Santé Sud (SH-SS) Health Provider Site (HPS) when submitted and updated as work occurs (or when complete?) so that all SH-SS nurses/staff can be informed and aware.