

Marcus Daly Memorial Hospital Montana Nurses Association, Local #35 Professional Conference Committee (PCC) Charter

GOALS and OBJECTIVES

The goals and objectives of the PCC shall be to address issues related to patient care and systems related to provision of care in the Nursing, Home Care, and Hospice Departments. The committee will look at operational changes and educational needs of the RNs and the hospital. PCC will facilitate changes by utilizing existing resources with the least disruption and impact on the nurses, the patients, and the hospital. The PCC will work toward these goals and objectives through the following:

1. Prioritize and resolve issues

- Foster full understanding of issues
- Reach consensus on identified issues

2. Foster communication

- Effective issue identification
- Collect and share information

3. Build trust within the facility

- Collect and share information
- Member responsibility for attending and following up on PCC agenda items and minutes.

MEMBERSHIP

The Union-Management Committee will be comprised of up to three representatives from both Management and the Union.

Alternates, one from each party, may attend any and all meetings and participate in discussions. Alternates will participate in the decision-making process when there are less than three members of the alternate's team present. In addition, a House Supervisor may attend, by mutual agreement and prior notification, any PCC meeting for agenda item(s) that need their input.

Two representatives from both sides will constitute a quorum.

Substitutes will be allowed by mutual agreement.

DECISION MAKING

Decisions will be made by consensus. If the committee cannot reach consensus on an issue, it will be put in the "parking lot," to be considered at the next PCC meeting. Issues may remain in the parking lot until resolved.

BEHAVIOR NORMS

The PCC will use Federal Mediation and Conciliation Service's (FMCS) recommended rules for getting the most out of meetings:

- The program belongs to you, and its success rests largely with you.
- Enter the discussion enthusiastically.
- Give freely of your experience, but don't dominate the discussion.
- Confine your discussion to the problem.
- Say what you think.
- Only one person should talk at a time. Avoid private conversations while someone else is speaking.
- Listen alertly to the discussion.
- Be patient with other members.
- Appreciate the other person's point of view.
- Be prompt and regular in attendance.

The PCC also adopts these rules:

- There will be no caucuses.
- There will be no cell phones.
- The group will stick to issues – no personal attacks.

GUESTS and OBSERVERS

Committee members can invite guests provided they notify the other team at least 48 hours prior to the PCC meeting

Guests and observers will follow all meeting protocol.

Adopted: June 12, 2013