cid:bcnulogo_8faa53c8-ecaf-4680-b662-837d2810cfbd.jpg**S:\Communications\COMMUNIC\Graphics\Logos\HEABC\HEABC_colour.tifProfessional Responsibility Committee (PRC) Meeting**

**Location:** Facility and Unit, Meeting Room

**Date:**

**Time:**

**Program/service:**

**Attendees:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | NBA PRC co-chair |  | Employer PRC co-chair |  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| **ITEM** | **DISCUSSION** | | **Actions agreed upon** | **Timeline and person responsible for implementation** | **Progress to date**  **(30 day review)** | **Issue Resolved** |
| **1. INTRODUCTIONS** | | | | | | |
|  | * A round table introduction session | |  |  |  |  |
| **2. PRC MEETING PREAMBLE** | | | | | | |
|  | * Review the TORs and the Guiding Principles * Set up ground rules * Review the agenda * Clarify the practice issue(s) being presented from the author if required | |  |  |  |  |
| **3. PR Form(s) REVIEW** | | | | | | |
|  | * Date of incident of each PR Form and unit/service/program | |  |  |  |  |
| cid:bcnulogo_8faa53c8-ecaf-4680-b662-837d2810cfbd.jpg**S:\Communications\COMMUNIC\Graphics\Logos\HEABC\HEABC_colour.tif4. PR Form(s) RECOMMENDATIONS - DISCUSSION** | | | | | | |
| * List only one of the nurses’ recommendations in each box | | * Record only key issues: NOT verbatim notes * Be succinct | Any agreement through consensus  here:  Any employer  concerns here: |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **5. SUMMARY AND RECOMMENDATIONS** | | | | | | |
|  | * List issue discussed * One per box | | List actions agreed upon here | Who will do what by when? | When will you review and how? (30 day review) |  |
|  |  | |  |  |  |  |

**Summary update at 30 days:**

Submitted by:

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Employer Co-Chair NBA Co-Chair Date