



ANNUAL BUSINESS MEETING

April 3, 2016

SHERATON KANSAS CITY HOTEL
AT CROWN CENTER

fmrna.org



April 3, 2016

Dear Nursing Colleague:

Welcome to Kansas City and to the 2016 RPS Residency Education Symposium. This will be an exciting conference, full of learning and networking opportunities.

Attached is the agenda and information related to the Annual FMRNA Business Meeting. The meeting is scheduled for 4:15 p.m. on Sunday, April 3, in the Chicago A Conference room on the Mezzanine Level of the Sheraton Hotel. We, the Board of FMRNA, cordially invite you to attend this meeting regardless of your membership with FMRNA. All nursing colleagues are welcome (RN, LPN, MA, Nursing Managers).

Please take time to review the materials in this packet prior to the meeting. Each committee chairperson has prepared an annual report, and will present this information at the meeting. These reports provide valuable insight into each committee's activities. In addition we will be requesting your vote a bylaw change creating two combination committees and two new standards for our organization: Transitions of Care and Population Health Management.

We hope that you will consider serving on one of the committees in order to share your valuable ideas and communicate needs from your program. It is only by hearing from you, our members, that our organization will grow and prosper.

Please look for FMRNA Board members. We can be identified by a ribbon on our badge, or stop by our promotions booth. We would love to talk with you about Committee or Board opportunities and hear about how FMRNA can further benefit our members.

Thank you for the opportunity and privilege of serving you this past year. May 2016-17 be a year of peace, growth, and prosperity.

Sincerely,

The 2016 FMRNA Board

Marcia Snook- President
Mary Beth McLellan- Treasurer
Kathy Morin, President-Elect
Ranee Fleming- Promotions
Kate Dosenovich – Research
Alice Brown- Membership
Kay Anderson- Secretary

Kay Anderson-Nominations
Joy Allen – Standards
Bumni Ariyo - Member at Large
Melanie Neville – Member at Large
Ranee Fleming – Communications
Kathy Morin/Marcia Snook-Program
Open – Executive Member at Large



FMRNA BUSINESS SESSION
SHERATON KANSAS CITY HOTEL AT CROWN CENTER
KANSAS CITY, MO

SUNDAY, APRIL 3, 2016
4:15 – 6:15 p.m.
CHICAGO A CONFERENCE ROOM

Call to Order	Marcia Snook, RN, BSN - President
President's Remarks	Marcia Snook, RN, BSN
Approval of 2015 Annual Meeting Minutes	Kay Anderson - Secretary
Treasurer's Report	Presented by Kathy Morin on behalf of Mary Beth McLellan, RN, BSN - Treasurer
Standing Committee Reports	Committee Chairs
Membership	Alice Brown, RN
Promotions	Randee Fleming, RN
Program	Kathy Morin, RN
Research	Kate Dosenovich, RN
Standards & Bylaws	Joy Allen, RN,
Communications	Randee Fleming, RN, BS
Annual Pre-Conference Report	Kathy Morin, RN
Nominations/Slate of Officers Report	Kay Anderson, RN
New Business:	
Bylaw Change	Marcia Snook, RN, BSN
Proposed standards (2)	
Door Prize Drawing	Randee Fleming, RN
Adjournment	Marcia Snook, RN, BSN
Nursing Roundtable	The FMRNA Board will facilitate group discussions on current issues facing Family Medicine Residencies

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

State of FMRNA

Marcia Snook, President

“CPR.....Connect, Protect, Respect”.....Isaac Sisneros

CPR, as we have known it, is a concept and skill that has been ingrained in nursing since we started our careers. We have performed it, taught it and been the support system for others during the emergent situation in which it was used. I recently attended a conference where CPR was presented in a new context-patient experience.

As I sat through the conference I realized that this was translatable to our work in residency nursing, more specifically to FMRNA. FMRNA is the perfect conduit through which to “*connect*” with your colleagues across the nation to collaborate about similar challenges and situations within your programs. We feel strongly about preserving or “*protecting*,” if you will, the purpose and presence of nursing in the residency. FMRNA’s mantra is to promote and recognize the residency nurse as an integral part of the interdisciplinary team through the delivery of health care and resident education. I value and “*respect*” the knowledge and experience each of you possess as nursing professionals. I encourage you to get involved in your organization to help perpetuate the mission of FMRNA into the future.

Membership is vital for our organization to stay viable in order to battle financial pressures and to provide the rich resources for residency nurses. Please help by encouraging your nursing colleagues to become members. Your suggestions and input are welcome and will have a positive impact within the organization. Consider joining a committee or explore opportunities through Board membership.

“*Connect*” your passion of nursing to service in the organization to “*protect*” our mission and preserve the “*respect*” of our profession.

Best regards,

Marcia

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Meeting Minutes
RPS 2015
FMRNA Annual Meeting

Meeting Date/Time: 03/28/2015, 0930 CDST

Location: Kansas City, MO, Sheraton Kansas City Hotel at Crown Center

TOPIC	DISCUSSION	OUTCOME/ACTION
Call to order	President Marcia Snook called the meeting to order at 1540.	
President's welcome and remarks.	Marcia states that she is happy to see the old and new faces of the nurses present. She explained that we are a unique subset of nurses with a diverse list of duties. She added that FMRNA is here to help its members, and that the organization is always looking for ways to grow and recruit people to our organization. She reminded everyone that we can share the work that is done, and not reinvent the wheel. She added that she was excited with all of the discussion that has been taking place at both the Pre-Con and RPS conference, and that everyone has something to offer.	Welcome FMRNA is here to help its members, and our goal is grow the organization.
Approval of minutes	Secretary asked for a motion to accept minutes from 2014 Annual Meeting. Motion made and seconded, no discussion.	Annual meeting minutes from 2014 approved.
Treasure's report	Treasurer Jane Clifton announced that the ending balance is \$10,864.32. She explained that all financial records were sent for audit on 02/01/2015. Jane added that she will be retiring after 25+ years as a member of FMRNA. She has made some wonderful friends, and states that she has learned so much from these ladies over the years. She encouraged everyone present to join this organization – "I wish these things for you".	FMRNA balance is \$10,864.32. Thank you Jane for your many years of service to FMRNA.
<u>Committee Reports:</u> Communications:	Jenn Hale, Communications Chair, states that a professional organization is what you make it. She added that the newsletter has not gone out like we want it so, and requested submissions – "we all have a lot to share". She encouraged members to be active on the list serve and ask for assistance if needed. Our Facebook page is up and the web site is there, in need of expansion. She asked for feedback from the group.	FMRNA plans to expand the newsletter, as well as Facebook page and the website – please let Jenn know what you would like to see there.
Membership:	Alice Brown explained that she is a brand new FMRNA Board Member. She has a goal of adding 20 new members while at RPS, and is half way there; please join. Alice added that we all need to protect our license, and value what we do – "that is why I am here".	Please join FMRNA!
Promotions:	Marcia Snook described the many promotional items that are for sale, some with reduced price that will be discontinued. She encouraged members to do their "Nurses' Day" shopping while they were here.	
Standards:	Kathy Morin was unable to attend – Marcia explained that the PCMH standard was added on year ago, and discussion has started on adding a Transitions of Care standard soon. Nominations Chairwoman Kay Anderson listed the positions that would need to be filled next year. Slate of officers for	Visit the FMRNA booth for some good deals.

TOPIC	DISCUSSION	OUTCOME/ACTION
Nominations:	2015 will remain unchanged. Kay encouraged members present to join as a member at large; "it is a great way to get involved"	Standards Committee will be working on a TOC standard. Slate of Officers remains unchanged.
Member thoughts.	Kay asked the group for feedback on the conference: not enough nurse sessions at RPS; would like the nurse pre-con added to the RPS schedule to decrease length of time away from home. Bumni Ariyo challenged the group – "we need to push for our profession! We need younger, fresher members – go back and talk to your nurses – encourage them to be involved. We should ask "What can I do to advance my career?" Marcia added that we are a unique subset. We need to take the time to advance our organization. "Put FMRNA on your calendar – and protect that time."	Help us advance our organization!
Give Aways	3 gifts were awarded to random members present: Melanie wins an FMRNA membership, Anita received a bag, and Joy gets a t-shirt.	Congratulations prize winners.
Adjournment:	Bumni moves and Joy seconds the motion to adjourn the meeting.	Meeting adjourned at 1620 CST.
Post meeting brainstorming:	<p>President Marcia Snook asks the group for open discussion and idea for future educational topics:</p> <ul style="list-style-type: none"> • Patient scheduling. • Roles in the PCMH. • QI: Types of projects and using Joint Commission standards • Staffing ratios. • Panel discussions – round table discussion that would add to the RPS offerings. • Medicare wellness visits and the nurse involvement that is billable. • RN position collaboration; reimbursement for nurse services. • Meaningful use. • Difficult staff. • Day to day operations in the Family Medicine Center. • Preventative measures, and link to AAHRQ e-pass. • Link to HEDIS. • "It's more than a shot". Utilizing RNs to assess accuracy. • Patient engagement in portal use. • Chronic disease management and billable services by nurses. • "G" codes. 	All topics to be reviewed for possible future FMRNA sponsored programs.

Respectfully Submitted;

Mary Beth McLellan,
Secretary

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Treasurer's Report

Mary Beth McLellan, Treasurer

INCOME:

MEMBERSHIP	\$8677.12
MERCHANDISE SALES	\$1972.97
PRECON REGISTRATION	\$3050.00
FALL CONFERENCE	\$849.65
TOTAL INCOME	<u>\$14,549.74</u>

EXPENSES:

AAFP SUPPORT STAFF	\$5176.85
ACCOUNTANT AUDIT/TAX FILING	\$500.00
ELAVON – CREDIT CARD FEES	\$963.60
MERCHANDISE PURCHASE	\$2475.16
WEBSITE MAINTENANCE/FEES	\$1632.00
RPS EXPENSES (FOOD/COPIES/ETC)	\$461.28
CEU APPLICATION	\$200
FALL CONFERENCE (TRAVEL/FOOD/ROOMS)	\$3370.09
NCFM	\$150
POSTAGE/MISC.	\$140.68
CNE FEE PRECON 2016	\$260
TOTAL EXPENSES	<u>\$15,329.66</u>

CHECKING ACCOUNT BALABCE 02/28/2016 **\$9947.14**

Records sent to Dalby, Wendland, and Co in Grand Junction March 1, 2016.

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Membership Report

Alice Brown, Membership Committee Chair

The Family Medicine Residency Nurses Association (FMRNA) Membership Committee works to increase the numbers and involvement of our fellow nurses within our organization. The committee discusses innovative ways to meet this goal to foster the continued growth and expansion of FMRNA. The ultimate goal of this committee is to have one member from every Family Medicine Residency Program in every state.

FMRNA members receive networking opportunities and support from peers who are familiar with the challenges we face on a daily basis. With more than 120 members all over the country, FMRNA is dedicated to nurturing and showcasing the valuable experiences and knowledge that nurses bring to family medicine residency education.

We ask for continued input from our present members. If you are looking for a way to become more involved in the organization that was founded to help support you and others like you, then please consider joining the membership committee!

Spread the word ... encourage your fellow nurses and medical assistants to join!

Alice Brown, RN

Membership Committee Chair

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Promotions Report

Randee Fleming, Promotions Committee Chair

FMRNA sold at least \$850 in merchandise over the past year. Because promotional sales usually peak during and after the PDW and RPS Conference, sales will be updated following the conference and reported to the committee.

A Facebook page devoted to board members was implemented during our board meeting in Fall 2015 in an attempt to develop tools when the list/serve goes down.

Our new website went active in winter 2015. We continue to refine and add information. Membership renewal is available through this site. www.fmrna.org.

Randee Fleming, RN, BS

Promotions Chair

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Program Report

Marcia Snook and Kathy Morin, Interim Committee Chairs

The Program Committee, made up of the FMRNA Executive Board members and the various FMRNA Committee Chairs, has been very busy planning the Annual Residency Nursing Workshop. In addition, we have collaborated with the AAFP to coordinate relevant nursing content into the Residency Practice Solutions program. In response to positive feedback last year we once again offered an all-day format for the Nursing Workshop.

Friday, April 1, 2016
Kansas City, MO

Educational topics include:

1. Scopes of Practice
2. Patient Empowerment and Patient Education
3. Team-based Care
4. Meaningful Uses
5. Clinic Case Conferences
6. Transitions of Care

We strive to put our members first so your feedback and conference topic requests are invaluable. I encourage you to get involved in your organization. Conference planning is rewarding and fun. We would love to have additional input into the future programming offered by our organization. In addition, we would like to enhance the nursing topics offered during the Residency Practice Solutions Conference. Take the opportunity to highlight the great things going on in your programs and clinics or bring a topic that is in progress to gather input for future development.

Our Annual Business Meeting is on Sunday, April 3 at 4:15 pm. It is open to all nurses attending the conference. The meeting is a great way to network with other nurses in the country who are up against similar challenges and accomplishments in the Family Medicine Residency setting. We look forward to seeing you there.

Marcia Snook, RN, BSN
Kathy Morin, RN
Interim Program Committee Chairs

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Research Report

Kate Dosenovich, Research Committee Chair

I am a fairly new chair-person of the research committee so I don't have much to share in the way of organizational research at this time.

I am pleased to report that residents in our program are engaged in several research projects, as I am sure yours are, that add not only to their knowledge and expertise in the delivery of care but to ours, as family medicine residency nurses.

I feel that FMRNA is uniquely positioned to bring family medicine residency nurses to the forefront ensuring that we are not just viewed as being task driven, but impacting positive outcomes for our patients through our clinical practice. One of the ways we do this is through involvement in research, in collaboration with our residents, faculty and support staff.

I look forward to sharing, in the future, some of the research going on in my residency program.

Let us know if you are doing something great in your program. If it works for you, it could work for us all.

Kate Dosenovich, R.N.

Research Committee Chair

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Standards Report

Joy Allen, Standards Committee Chair

Each year the Standards Committee reviews the FMRNA Standards for any changes or additions that need to be made to the list of current Standards. In 2013, the Standards Committee chair met with members of the FMRNA officers to thoroughly review the Standards. We also reviewed the Position statements and committee job descriptions. Numerous revisions were made and then sent to the FMRNA board of directors for approval. The FMRNA board of directors approved the suggested changes. These changes to the Standards were provided to the members in the Residency Program Solution's conference held in April 2013. On April 8, 2013 during our business meeting, these changes to the Standards were brought to the membership for a vote and were approved as written.

Over the past few years, there have been many standards of care and quality metrics added to the daily clinical functions within many if not all residency programs. With these changes and increase in the responsibilities of the clinical staff there will be the need for additions to our written FMRNA Standards. This year the FMRNA will be asking for members to vote in 2 new standards, which are Transitions of Care and Population Health Management.

While Family Medicine Residency Nurses are involved in planning the care of each patient they also have a unique opportunity to positively impact a specific population of patients through population health management. This would include chronic disease management as well preventative care. Family Medicine Residency Nurses provide care as a member of the team to assure safe and appropriate follow up of the patients being discharged from urgent health care settings.

The Standards Committee is in desperate need of committee members. It is not only imperative that we hold our residency nurses to a high standard , it is just as important to have as much input from our membership as representatives on each of our committees as possible. Your voice and ideas need to be heard and are appreciated. Please consider joining a committee. Become active in YOUR FMRNA organization!

Respectfully submitted,

Kathy Morin, RN

President Elect

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Communications Report

Randee Fleming, Communications/Promotions Committee Chair

In the coming year, the Communications Committee will merge with the Promotions Committee in order to streamline operations and duties. We have once again updated our website to better serve our members. Please check it out at www.fmrna.org. Membership renewal can be accomplished online. We are also developing a member's only section where we will post past presentations, policies and procedures that you may find helpful in your daily work. Reach out to your Board members to let us know what you would like to see featured. Networking is key to problem-solving and innovation. We have provided a link to our membership so you can reach out to your colleagues across the nation.

Remember to "like" us on Facebook!! Share some pictures of your nursing staff in action and tell us about your programs.

Respectfully submitted,

Marcia Snook, RN, BSN

President

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Nominations Report

Kay Anderson, Nominations Chair

Who are the faces you see each year presenting nursing topics at RPS? They are your board members. These are the people who make decisions for our organization and help you get the most for your money.

Where do they come from? Our board consists of members of FMRNA who have decided to become involved. These individuals want to make a difference. They want to teach and be taught by others about our specialty as Family Medicine Residency Nurses. Their commitment is to provide our members with information, sharing experiences and training on working as a Family Medicine Residency nurse.

But as the Marines say, "We need a few good men"! The nominations committee has the role of finding individuals who are excited about our profession and want to become involved in our organization. Individuals who want to create the atmosphere of learning and sharing knowledge with our peers across the nation. It is always good to have a diverse board that represents states all across the nation.

You will find it rewarding speaking to nurses that you may have never gotten the opportunity to meet. This work is so important to maintain our board with strong, enthusiastic individuals who will work for our organization and make the most of your dues by providing great services for FMRNA.

Come on, get involved and help FMRNA remain a strong organization through the work of great individuals like you!

Respectfully submitted,

Kay Anderson, RN

Nominations Chair, FMRNA

Nominations Committee report March 2016

Current board members entering into second year of two-year term

Research-Kate Dosenovich

Standards-Joy Allen

Promotions-Randee Fleming

Membership-Alice Brown

Members at Large-Bumni Ariyo, Melanie Neville

Positions up for renewal

President- Marcia Snook –to remain as President for an additional year

Vice President-Kathy Morin-to remain as Vice President for an additional year

Secretary-Kay Anderson

Treasurer-Mary Beth McLellan

In order to streamline committee work, the board would like to request a motion to approve a bylaw change whereby creating 2 combination committees. The new combinations for year 2016 will be Promotions/Communications and Program/Nominations. Randee Fleming will assume the responsibilities for Communications at the annual meeting. Marcia Snook and Kathy Morin will manage the responsibilities of Program for 2016 and Kay Anderson will remain Nominations for 2016. Marcia Snook will be up for election in this combined position in 2017. There will be one additional combination up for approval in year 2017: Standards and Research.

Open positions:

Program Chair-Marcia Snook/Kathy Morin will manage responsibilities for 2016

Nominations Chair-Kay Anderson will manage responsibilities for 2016

Communications Chair-Randee Fleming

Executive Member at Large

Respectfully submitted,

Kay Anderson, RN

FMRNA Nominations Chair

Population Health Management Standard

Standard

While Family Medicine Residency Nurses are involved in planning the care of each patient they also have a unique opportunity to positively impact a specific population of patients through population health management.

This would include chronic disease management as well preventative care.

Indicators

1. Nursing participates in the identification of clinically significant chronic disease populations and quality indicators for specific diagnoses.
2. Nursing facilitates the implementation of best practices for management guidelines.
3. Utilizing USPSTF guidelines, nursing develops a plan to identify and communicate preventative care measures appropriate for population.
4. Collaborate with internal and external partners in care including payers to design processes to enhance patient care and experience.

Validation

1. Nursing care manager will analyze data across the continuum of care and facilitate communication of results.
2. Nursing care manager will research and implement the evidenced based guidelines for identified populations and make recommendations for action.
3. Communicate findings and collaborate with interdisciplinary teams to incorporate into practice, i.e. protocol development.
4. Develop processes which enhance the ability of each team member to anticipate patient needs at all stages of the health care continuum.

Transitions of Care Standard

Standard

Family Medicine Residency Nurses provide care as a member of the team to assure safe and appropriate follow up of the patients being discharged from urgent health care settings.

Indicators

1. Specific to the model of the office, the Family Medicine Residency Nurse will follow up with the patient to assess medication management, transitional planning, patient and family engagement and education, information transfer, follow up care and health care provider.

Validation

1. Nursing documentation will reflect review of current medication list and any barriers to patient compliance.
2. The transition to home or facility will include assessment of safety and home care needs as well as emotional support of patient and/or caregiver(s).
3. The documentation will reflect education given whether on the phone, via home care agency or during the follow up appointment.
4. The nurse will obtain discharge document if not available in EMR and assist as needed during the office follow up.