

**PCC Morning Meeting Process for IDT**

**PCC Should be open on the screen and reviewed during morning meeting**

\_\_\_\_\_ **Unit Manager**

Each unit manager reads her/his report from the generated progress note report and discusses the highlights resident’s change of condition, new infections, abnormal labs, new wounds, falls, behaviors, family issues and any incidences like resident to resident or resident complaints.

\* Note if something comes up for the resident or new problem surfaces- the care plan will be updated at the meeting

\_\_\_\_\_ **New Admissions**

Each unit manager presents their new admissions. The present the reason for admission, diagnosis and identified current and potential problems.

The electronic chart is reviewed tab by tab to be sure documentation is present and information shared re, immunizations, weights, nursing assessments, medication have been given as ordered by next due dose, care plans and C.N.A. tasks have been generated.

\_\_\_\_\_ **Discharge Reconciliation**

Each unit manager checks the discharges. Ensures Kardex was uploaded to misc, resident had QADT-discharged, immunizations are complete, there is an order for discharge/send to hospital, all orders are discontinued, order review cleared (if overdue on discharge), all assessments are complete- no in progress, eInteract/Discharge Instruction forms completed when applicable, documentation of transfer/discharge, and Labs/Diagnostics marked as reviewed.

\_\_\_\_\_ **Incident/Accident Review (Unless there is a daily fall meeting)**

All progress notes and care plans are reviewed for incidents and accidents. The incident/accident is discussed for root causes and intervention for prevention.

Care plan are updated with interventions at the meeting or by the unit manager after the meeting.

In the PN in the focused care section of the care plan IDCP team note is placed.

\_\_\_\_\_ **System Review**

 Clinical Dashboard Review, UDA completion, Point of Care, missing entries on

 eMar/eTAR, and Orders Portal are reviewed daily. Weights and Vitals Portal Weekly.