

UNIVERSITY OF ROCHESTER	NURSING PRACTICE ADMINISTRATIVE POLICIES and INFORMATION MANUAL	
	ADMINISTRATION	Date: 1/07
	Section 2: Nursing Practice Overview	
	2.3 Professional Nursing Council Bylaws	Page: 1 - 5

PREAMBLE

Nursing Practice is responsible for the nursing care and nursing management of patients admitted to and/or treated at Strong Memorial Hospital. In addition to caring for patients and their families, professional nursing staff contribute to the education of students and other health professionals through teaching and role modeling, and by creating and maintaining an environment conducive to quality patient care and quality learning experiences. Through participation in research activities professional nursing staff contribute to the advancement of knowledge of nursing practice, health care and health care delivery systems.

The Professional Nursing Council provides advice to the Chief Nursing Officer relative to the practice of nursing at Strong Memorial Hospital. The Chief Nursing Officer is responsible for nursing practice at Strong Memorial Hospital and reports directly to its Chief Executive Officer. The Chief Nursing Officer executes her responsibilities for the management and operation of Nursing Practice programs and the delivery of nursing services through its shared governance philosophy and structures.

ARTICLE I – NAME

The name of this organization is the Professional Nursing Council of Strong Memorial Hospital.

ARTICLE II – PURPOSE

The Professional Nursing Council is established to guide the continuing development of nursing practice at Strong Memorial Hospital. The Professional Nursing Council provides advice to the Chief Nursing Officer of Strong Memorial Hospital relative to the practice of nursing. Specifically the purposes of the organization are to:

- address the nursing practice needs at SMH of all members of the nursing staff.
- identify and problem solve issues that affect Nursing Practice staff.
- provide an integrating structure for professional nursing practice.
- participate in the development of and promulgation of the standards of nursing practice in conjunction with the medical center quality assurance programs.
- promote quality nursing care of patients and families.
- influence, contribute to and support the professional education of students and staff.
- encourage and support scientific inquiry for the continual improvement of nursing practice and health care.
- promote the continuing development of professional nursing within Strong Memorial Hospital.

ADMINISTRATION
Section 2: Nursing Practice Overview
2.3 Strong Nursing Council Bylaws

ARTICLE III – MEMBERSHIP

The membership of the Professional Nursing Council of Strong Memorial Hospital is from those registered professional nurses employed by Strong Memorial Hospital, University of Rochester Medical Center.

ARTICLE IV – MEETINGS

Strong Memorial Hospital's Registered Nurses are invited to attend monthly meetings of the Professional Nursing Council (See Article V). Special meetings of the membership may be called as needed to address specific Nursing Practice professional development and other needs as they arise.

ARTICLE V –PROFESSIONAL NURSING COUNCIL

Section 1 Composition

The Professional Nursing Council is composed of:

- staff representatives from each inpatient unit
- representatives from the ambulatory areas

In addition, the following are included in the Council membership:

- one nurse manager from each service
- one advanced practice nurse from each service
- one nurse leader from each service
- the Chief Nursing Officer.

The Professional Nursing Council maintains five Sub-Councils. An advisor for each Council is appointed on advice from the Chief Nursing Officer. Each Council is co-chaired by an Advanced Practice Nurse and a staff nurse appointed by the Professional Nursing Council on advice from the Chief Nursing Officer.

The five Councils have been named:

- Clinical Practice Council
- Financial Accountability Council
- Professional Development Council
- Quality and Safety Council
- Research and Evidence Based Practice Council

Section 2 Distribution of Membership by Department/Service/Group

Distribution of membership is based on the number of authorized full-time equivalent positions in each department, service or group.

Section 3 Eligibility

To be eligible to serve on the Professional Nursing Council, one must be a full or part time employee who has completed one full year of employment or its equivalent as an RN at Strong Memorial Hospital.

Section 4 Elections

ADMINISTRATION
Section 2: Nursing Practice Overview
2.3 Strong Nursing Council Bylaws

Representatives and alternates to the Professional Nursing Council are selected or elected by unit staff and management. In the event that a representative and/or alternate is unable to complete his/her term, the unit's nurse manager will designate a replacement.

Section 5 Term of Office

The election of Professional Nursing Council officers is conducted at the December meeting. The Professional Nursing Council elected officers serve a term of one year with the option of running for a second one year term. Elected members assume office on January 1st. All terms expire December 31st of the year elected to office.

Section 6 Vacancies

The Chairperson, on advice of the Chief Nursing Officer, has the authority to fill vacancies as they occur. The successor serves until the next scheduled election.

Section 7 Functions

The functions of the Professional Nursing Council are:

- conduct the affairs of the Professional Nursing Council.
- plan the agendas for meetings of the Strong Nursing Council.
- receive professional nursing concerns related to nursing practice and to refer these to the appropriate committee(s) of the Strong Nursing Council or the shared governance structure of nursing practice.
- monitor the performance of committees and to consider and act upon the recommendations of the committees through referrals to the appropriate offices or committees in the shared governance structure of nursing practice.
- disseminate information to the general membership.

Section 8 Meetings

The Professional Nursing Council meets monthly and/or at the discretion of the Chief Nursing Officer. Special meetings may be called at the request of the Chairperson. Professional Nursing Council meetings are open to all nursing staff.

Section 9 Quorum

A quorum shall consist of the members of the Professional Nursing Council present at the meeting. Recommendations to the Chief Nursing Officer require the approval of a majority of the Strong Nursing Executive Council.

Section 10 Voting

All members of the Professional Nursing Council are eligible to vote.

ARTICLE VI – OFFICERS

The officers of the Professional Nursing Council shall be elected by the Professional Nursing Council membership. The officers shall be a Chairperson and a Vice-Chairperson.

Section 1 Eligibility of Office

Nominees for officers must be members of the Professional Nursing Council.

Section 2 Elections

ADMINISTRATION
Section 2: Nursing Practice Overview
2.3 Strong Nursing Council Bylaws

Election of officers of the Professional Nursing Council will take place by secret ballot of the Professional Nursing Council members. The Chairperson presents a slate of candidates to the Professional Nursing Council. Election to office is by a majority of the Professional Nursing Council. Officers serve until their successors are elected by the Professional Nursing Council.

Section 3 *Term of Office*

The Chairperson and Vice-Chairperson, are elected for a one year term with the option of running for a second one year term.

Section 4 *Vacancies*

In the event of a vacancy occurring in the office of Chairperson, the Vice-Chairperson will assume the responsibilities of the office. If there are simultaneous vacancies in Chairperson and Vice-Chairperson offices, the Chief Nursing Officer will appoint an Acting Chairperson until an election by the Professional Nursing Council can be held. The voting requirements for special elections shall be the same as set forth in Section 2.

Section 5 *Duties of Office*

The duties of the Chairperson are:

- preside at all meetings of the Strong Nursing Council and the Professional Nursing Council.
- manage the activities of the Strong Nursing Council and the Professional Nursing Council.
- assist the sub-council chairpersons in the appointment of leaders for the standing committees on advice from the Professional Nursing Council.
- call special meetings of the Professional Nursing Council.
- appoint ad hoc committees as the need arises.
- serve as an ex-officio member of all committees.

The duties of the Vice-Chairperson are:

- assume the duties of the Chairperson in the absence of the Chairperson
- assist the Chairperson in the performance of duties.
- conduct and to lead sub-committee meetings.

Administrative support for the Professional Nursing Council is provided by assigned Administrative Assistant. The duties of the Administrative Support include:

- maintaining the records of the Professional Nursing Council.
- approving the distribution of meeting notices and agendas of the Professional Nursing Council.
- approving and directing the distribution of all minutes of meetings of the Professional Nursing Council.
- conducting the general correspondence of the Professional Nursing Council.

ARTICLE VII – AMENDMENTS

These bylaws can be amended at any time by the Chief Nursing Officer.

ADMINISTRATION
Section 2: Nursing Practice Overview
2.3 Strong Nursing Council Bylaws

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