

STAFF NOTICE

MAGNET RECOGNITION PROGRAM®

SITE VISIT

- Your organization has applied to the American Nurses Credentialing Center (ANCC) Magnet Recognition Program® for re-designation of the prestigious Magnet designation. This designation recognizes excellence in nursing services.
- You have an opportunity to participate in the evaluation process and are encouraged to do so. We will be coming to your hospital, **September 15 - 18, 2020**, for a site visit.
- Comments may be e-mailed or mailed to the Magnet Program Office prior to the site visit. YOUR COMMENTS ARE CONFIDENTIAL AND NEVER SHARED WITH ANYONE IN YOUR ORGANIZATION. IF YOU CHOOSE, YOUR COMMENTS MAY BE ANONYMOUS, BUT MUST BE IN WRITING.
- There will also be time set aside to speak with the appraisers during the site visit. Time, date and location of meeting room will be provided by your organization.
- YOUR COMMENTS MUST BE RECEIVED BY **SEPTEMBER 5, 2020**.

E-MAIL: MAGNET@ANA.ORG

WRITE: MAGNET RECOGNITION PROGRAM
AMERICAN NURSES CREDENTIAL CENTER
8515 GEORGIA AVENUE, SUITE 400
SILVER SPRING, MD 20910-3492

- Your organization has submitted written documentation for the appraisal team to review. That information is available to you for review by [clicking here](#).

Day 1	Tuesday September 15
Time	Topic
7:45 AM - 8:15 AM	Meet with CNO and Magnet Program Coordinator to review Site Visit Agenda.
8:30 AM - 9:25 AM	INTERVIEW – CNO & Nursing Directors/Administrators
9:30 AM - 9:40 AM	BREAK
9:45 AM - 10:30 AM	INTERVIEW –Executive leadership team
10:40 AM – 11:30 AM	INTERVIEW- Nurse Managers Group 1 (max 25)
10:40– 11:30 AM	INTERVIEW- Nurse Managers Group 2 (max 25)
12:00 PM – 12:50 PM	LUNCHEON INTERVIEW – Day / Evening Staff Nurses Randomly selected by Appraisers. GROUP 1
12:00 PM – 12:50 PM	LUNCHEON INTERVIEW – Day / Evening Staff Nurses – Randomly selected by Appraisers. GROUP 2
1:00 PM – 2:30 PM	Document Review: Requested Documents, Data, HR Records Review
2:30 PM – 2:40 PM	Break
Appraiser 1: 2:45- 3:10	NNICU
Appraiser 2: 2:45- 3:10	8E- L&D
Appraiser 3: 2:45- 3:10	5 Central
Appraiser 4: 2:45- 3:10	4 West
Appraiser 1: 3:15- 3:40	STICU
Appraiser 2: 3:15- 3:40	8C- Mother/Baby
Appraiser 3: 3:15- 3:40	3 East
Appraiser 4: 3:15- 3:40	4C CV
Appraiser 1: 3:45- 4:10	TCV ICU
Appraiser 2: 3:45- 4:10	NICU
Appraiser 3: 3:45- 4:10	3 Central
Appraiser 4: 3:45- 4:10	4C Transplant
Appraiser 1 4:15-4:40	MICU
Appraiser 2: 4:15-4:40	PICU
Appraiser 3: 4:15-4:40	3 West
Appraiser 4: 4:15-4:40	4 East
5:15 PM - 5:30PM	Meet with CNO and Magnet Program Coordinator for planning and agenda review.
5:30 PM	Appraisers depart

Day 2	Wednesday, September 16
Time	Topic
7:30 AM – 7:45 AM	Meet with CNO and Magnet Program Coordinator to review Site Visit Agenda.
7:55 AM – 8:40 AM	BREAKFAST INTERVIEW – Night Staff Nurses Randomly selected by Appraisers. GROUP 1
7:55 AM – 8:40 AM	BREAKFAST INTERVIEW – Night Staff Nurses Randomly selected by Appraisers. GROUP 2
8:50 AM – 9:30 AM	Appraisers available on site for individual meetings. Staff and interested parties to be notified by MPD of appraiser availability prior to site visit with date/time/room. Meeting room is to be located away from Administrative areas.
8:50 AM – 9:30 AM	<i>*IF NEEDED: Continued document review of personnel files and/or required site visit documents.</i>
9:30 AM – 9:45 AM	BREAK
Appraiser 1 0945-1010	Cardiac Cath Lab, Cardiac Transition Unit, EP Lab
Appraiser 2: 0945-1010	Main OR
Appraiser 3: 0945-1010	6 West
Appraiser 4: 0945-1010	8W/ Stem Cell
Appraiser 1 1015-1040	Radiology Nursing
Appraiser 2: 1015-1040	Main PACU and SSU
Appraiser 3: 1015-1040	6 Central
Appraiser 4: 1015-1040	5 East
Appraiser 1 1045-1110	Staffing Resource Office
Appraiser 2: 1045-1110	Surgery Admission Suite
Appraiser 3: 1045-1110	6 North
Appraiser 4: 1045-1110	5 West
Appraiser 1 1115-1140	Case Management
Appraiser 2: 1115-1140	PETC
Appraiser 3: 1115-1140	6 East
Appraiser 4: 1115-1140	5 North
12:20 PM - 1:00 PM	LUNCHEON INTERVIEW- Day / Evening Staff Nurses Randomly selected by Appraisers. GROUP 1
12:20 PM - 1:00 PM	LUNCHEON INTERVIEW - Day / Evening Staff Nurses Randomly selected by Appraisers. GROUP 2
1:10 PM – 2:00 PM	INTERVIEW- Nursing Quality, Performance Improvement
1:10 PM – 2:00 PM	INTERVIEW- Human Resources:
2:00 PM – 2:15 PM	Break
Appraiser 1: 2:15-2:50	MET Team, IV Team, WOC Team, IP&C
Appraiser 2: 2:15- 3:30	Emergency Dept, LSLC, Poison Center, Transport Network
Appraiser 3: 2:15-2:50	OPSC O.R.
Appraiser 4: 2:15- 3:30 <i>Actual- 2:20-3:20</i>	Primary Care Clinics (Family Med, Internal Med)
Appraiser 1: 2:55- 3:30	7 Acute
N/A	
Appraiser 3: 2:55- 3:30	OPSC PACU
N/A	
4:00 PM - 4:15 PM	Meet with CNO and Magnet Program Coordinator to review Site Visit Agenda.
4:15 PM	Appraisers depart

*TRAVEL TIME BUILT IN

Day 3	Thursday, September 17
Time	Topic
7:30 AM – 7:45 AM	Meet with CNO and Magnet Program Coordinator to review Site Visit Agenda.
7:55 AM - 8:30 AM	UNIT TOURS – (Accompanied by a staff Nurse) Continuum Home Health
7:55 AM – 8:40 AM	BREAKFAST INTERVIEW – Night Staff Nurses randomly selected by Appraisers. GROUP 1
7:55 AM – 8:40 AM	BREAKFAST INTERVIEW – Night Staff Nurses randomly selected by Appraisers. GROUP 2
8:50 AM – 9:40 AM	INTERVIEW- Workplace Advocacy
8:50 AM – 9:40 AM	INTERVIEW- Nursing Education and Professional Practice.
8:40 AM – 9:40 AM	UNIT TOUR-(Accompanied by a staff nurse) Dialysis video interview
9:40 AM – 9:50 AM	Break
9:50 AM – 10:40 AM	INTERVIEW- Nursing Research, IRB
9:50 AM – 10:40 AM	INTERVIEW- Ethics, Confidentiality
Appraiser 1: 1050-1125	CCU
Appraiser 2: 1050- 1155 <i>Actual 1100- 1145</i>	Surgical Sub Specialty Clinics
Appraiser 3: 1050- 1155 <i>Actual 1100- 1145</i>	Musculoskeletal Clinics
Appraiser 4: 1050- 1155	Women’s and Children’s Clinics
Appraiser 1: 1130-1155	Renal Unit
Appraiser 2: N/A	
Appraiser 3: N/A	
Appraiser 4: N/A	
12:30 PM – 1:10 PM	LUNCHEON INTERVIEW- Day / Evening Staff Nurses Randomly selected by Appraisers. GROUP 1
12:30 PM – 1:10 PM	LUNCHEON INTERVIEW - Day / Evening Staff Nurses Randomly selected by Appraisers. GROUP 2
1:20 PM – 2:10 PM	INTERVIEW: Safety initiatives – creating an environment of safety for patients and staff.
1:20 PM – 2:10 PM	INTERVIEW- Professional Practice Model/Shared Governance
2:10 PM – 2:20 PM	Break / Travel to unit tours
Appraiser 1: 2:20- 2:50	ECCCC Infusion Center
Appraiser 2: 2:20- 2:50	Interventional Radiology and Neuroradiology
Appraiser 3: 2:20- 3:30	Transplant Clinics
Appraiser 4: 2:20- 3:30	Heart and Vascular Clinics
Appraiser 1: 3:00- 3:30	ECCCC Clinics
Appraiser 2: 3:00-3:30	Endoscopy
Appraiser 3: N/A	
Appraiser 4: N/A	
3:30 PM – 4:00 PM	Meet with CNO and Magnet Program Coordinator to review Site Visit Agenda.
4:15 PM	Appraisers Depart

Day 4	Friday, September 18
Time	Topic
7:30 AM – 7:45 AM	Meet with CNO and Magnet Program Coordinator to review Site Visit Agenda.
7:55 AM – 8:50 AM	Breakfast interview- MEDICAL STAFF.
7:55 AM – 8:50 AM	INTERVIEW - Professional Development Committee
9:00 AM - 9:30 AM	INTERVIEW- CNO
9:30 AM -9:40AM	BREAK
9:40 AM -10:30 AM	INTERVIEW- Resource advocacy
Appraiser 2: 9:40-1030	Digestive Health Clinics
Appraiser 3: 9:40-1030	Medical Sub-Specialty Clinics
Appraiser 4: 9:40-1030	Neuro and Behavioral Health Clinics
10:40 AM - 11:30 AM	INTERVIEW: Discuss patient/staff complaints, Incident reporting, grievances.
10:40 AM - 11:30 AM	INTERVIEW – Ancillary staff and interdisciplinary
11:30 AM - 12:55 PM	APPRAISER CALL & WORKING LUNCH - APPRAISERS ONLY
1:00 PM – 1:45 PM	INTERVIEW: Community representatives
2:00 PM - 2:15 PM	CLOSURE of site visit. Appraisers meet with CNO, Magnet Program Director.
2:15 PM - 2:45 PM	Appraiser Call – APPRAISERS ONLY

UNIT TOURS – OFF MAIN CAMPUS NURSING UNITS & CLINIC COMBINATION GROUPS				
1 FONTAINE Musculoskeletal Pain Mgt. Physical Med and Rehab Sports Ortho Hand Ortho Fontaine Ortho Spine	2 FONTAINE Surgical Subspecialties Plastic Surgery Surgery Otolaryngology Urology Women's Center for CPS	3 Women's & Children's Children's Heart Gen Peds Teen/Young Adult Child/Dev/Rehab Peds Specialty Peds Orange Peds Northridge GYN PCC OB/Fetal Care OB/GYN Clinic Northridge Midlife Health	4 Medical Subspecialties Kidney Center Allergy Clinic Endocrine Pulmonary Rheumatology ID/Travelers Dermatology	5 Primary Care Colonnades/JABA Family Med- Crossroads Family Med- Pantops Family Med- Stoney Creek Family Med- Western Albamarle Family Med- Primary Care Internal Med- Orange UPC UMA
6 Neuroscience and Behavioral Health Adult Neurology Adult/Child psych clinics Neurosurgery Epilepsy Peds	7 Oncology Infusion Center Cancer Clinics Rad. Onc. (2)	8 Transplant Kidney Acq. Liver Acq. Heart Acq. Lung Acq. Abdominal Thoracic Transplant Davis	9 Heart & Vascular Advance Heart Failure Cardiovascular Surgery Heart Clinic Cards PCC Heart Clinic Fontaine Heart Center Cardiovascular Device Support Cardiac Rehab and Outreach	10 Digestive Health Digestive Health Clinic Endoscopy GI Motility/Endoscopy
11 Renal Services Kidney Center Other 11 centers	12 Continuum Home Health	13 Emergency Services Transport Network Blue Ridge Poison Center Life Support Learning Center		