

# LOS ANGELES GENERAL MEDICAL CENTER DEPARTMENT OF NURSING SERVICES POLICY

Subject: <b>COMMITTEE STRUCTURE</b>	Original Issue Date: 08/91	Policy # <b>110</b>
	Supersedes: 03/21	Effective Date: 04/24
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council	Approved by:  (signature on file) Nancy Blake Chief Nursing Officer

## PURPOSE

To describe the policy regarding the committee structure in which the Department of Nursing participates.

## POLICY

The Department of Nursing has representation on many different types of committees. They may have ongoing functions or may operate as ad-hoc committees (also called task forces). The ad-hoc/taskforce committees are designed to accomplish a particular objective and are usually disbanded after completion of the assignment. Their reporting mechanism is the same as standing committees.

There is one Nursing Executive Council that is chaired by the Chief Nursing Officer. All other standing committees are responsible to the Nursing Executive Council.

## COMMITTEES

Committees include the following:

- DHS Committees
- Medical Center Committees
- Attending Staff Association Executive Committee
- Nursing Department Committees
- Nursing Area/Unit-Based Practice Committees
- Multidisciplinary Area/Unit Committees

### **DHS, Medical Center, Attending Staff Association Committees**

- Nursing representatives to these committees are advisory to and appointed by the Chief Nursing Officer
- The nursing representative is responsible to communicate and coordinate the Department of Nursing's input to the committee
- Information is shared from the committee representative to the Nursing Executive Council.

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**COMMITTEE STRUCTURE**

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**Nursing Area Committees**

- Area committees are advisory to the Area Clinical Nursing Director and the Area Nursing Management Team
- Members are appointed by Area Clinical Nursing Directors
- Committee members are responsible to communicate and coordinate area or unit input to the Committee
- Reports from these meetings are received by the Area Clinical Nursing Director and the Area Nursing Management Team

**Unit Committees**

- Unit committees are advisory to the Unit Nursing Managers/designee
- Members are appointed by the Nurse Manager/designee

**Multidisciplinary Area Committees**

- Multidisciplinary committees are appointed to promote coordination and direction of a multidisciplinary team that is working at the area or unit level
- The Area Clinical Nursing Director or the Unit Nurse Manager/designee makes the nursing appointments to these committees
- These committees may be self-governing with specifically defined authority and with conflict resolution capabilities
- The role of these committees is included in specific unit's structure standards

**PROCEDURE**

Committees will:

- Consist of Chairperson and members. Co-chairperson, vice-chairperson, and/or recorder may be appointed as appropriate with duties as defined by the Chairperson or appointing authority
- State specific purpose
- Make recommendations to the parent committee
- Be advisory to the Nursing Executive Council
- Review purposes(s) annually and forward recommendations to the parent committee
- Establish regular meeting times
- Maintain records (minutes) of all meetings
- Report of committee activity upon request to the Chief Nursing Officer

Subcommittees and temporary committees may be appointed for specific functions by the Chief Nursing Officer, or by the chairperson of the standing committees. Such committees are responsible to the parent committee.

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**Chairperson will:**

- Be designated by Chief Nursing Officer
- Attend and conduct all meetings
- Document the meetings (minutes)
- Report committee activities to Nursing Executive Council Submit minutes to the Chief Nursing Officer

**Members will:**

- Be appointed by Chief Nursing Officer upon recommendation of the area/hospital Nursing Director
- Be informed of committee business and activity
- Communicate information necessary to promote the committee function and purpose between the committee and the represented area/hospital
- Actively participate and contribute to committee deliberations and work

**Alternate members**, where appointed, will assume all member responsibility in the absence of the appointed member

**Minutes of committee meetings will:**

- Contain the date, time, and place of the meeting
- List those in attendance and members who are absent
- Include an account of the committee’s activities during the meeting using a topic, discussion, and action format

**REFERENCE**

California Code of Regulations, Title 22, Section 70211 (C.1)

**REVISION DATES**

92, 93, 95, 96, 97, 05/98, 03/02, 01/05, 09/08, 04/13, 11/17, 03/21, 04/24