



**Facilities Planning and Safety Unit**

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## **Nurse Staffing Advisory Board – Survey Tool Review Committee Meeting**

Facilitator: Dana Selover

Date: August 3, 2018

Time: 10:00 AM – 12:00 PM

Location: 800 NE Oregon Street, Room 615

Teleconference: 1-877-336-1829

Participant Code: 2075141

<b>Time</b>	<b>Agenda Item</b>	<b>Materials Provided</b>
10:00 AM – 10:05 AM	<b>Item 1 - Call to Order</b>	
10:05 AM – 10:40 AM	<b>Item 2 – Overview of Survey Toolkit</b> <ul style="list-style-type: none"><li>• Purpose of toolkit</li><li>• Current tools in toolkit</li></ul>	Survey toolkit
10:40 AM – 11:50 AM	<b>Item 3 – Review of Survey Tools</b> <ul style="list-style-type: none"><li>• Entry and Needs List</li><li>• Plan of Correction Guidance</li><li>• Time Block Selection</li><li>• Posting Survey Tool</li><li>• Replacement Staffing List Review</li></ul>	

	<ul style="list-style-type: none"> <li>• HNSC Composition Review</li> <li>• HNSC Meeting Review</li> <li>• HNSC Co-chair Interview</li> <li>• Written Staffing Plan Review</li> <li>• Annual Staffing Plan Review</li> <li>• Staffing Data Review</li> <li>• Replacement Staffing Usage Review</li> <li>• Maximum Hour Review</li> <li>• Personnel Survey Tool</li> <li>• Personnel Tool Document List</li> <li>• Nurse Staffing Workbook</li> </ul>	
11:50 AM – 12:00 PM	<b>Item 4 – Next Steps for the Survey Tool Review Committee</b>	
12:00 PM	<b>Meeting Adjourned</b>	

*Public comment will not be accepted at this meeting.*

Everyone has a right to know about and use Oregon Health Authority (OHA) programs and services. OHA provides free help. Some examples of the free help OHA can provide are:

- Sign language and spoken language interpreters
- Written materials in other languages
- Braille
- Large print
- Audio and other formats

If you need help or have questions, please contact Matt Gilman 971-673-2317, 711 TTY or email to: [matt.s.gilman@state.or.us](mailto:matt.s.gilman@state.or.us) at least 48 hours before the meeting.