WEST PENN HOSPITAL (WPH)

MAGNET RECOGNITION PROGRAM® DOCUMENTATION GLOSSARY

AACN = American Association of Critical-Care Nurses (nursing specialty certification)

AANN = American Association of Neuroscience Nurses

AANP = American Academy of Nurse Practitioners

AAP = American Academy of Pediatrics

ABA = American Burn Association

ABLS = Advanced Basic Life Support (course; certification in a technique)

ABOHN = American Board of Occupational Health Nurses (nursing specialty certification)

Academy of Excellence = a program of the WPH Nursing Division to acknowledge registered nurses who exhibit excellence in both clinical and professional practice. To be eligible, the nurse must have held a clinical nurse II, clinical nurse III, or clinical coordinator position at WPH for 12 months or more and must have fulfilled, by the date of application, 8 of 10 criteria demonstrating excellence in professional nursing

AccuChek = bedside blood glucose monitoring device in use at WPH

ACLS = Advanced Cardiac Life Support (course, certification in technique)

ACNM = Association of Certified Nurse Midwives

ACS = American College of Surgeons

ADA = American Diabetic Association

ADC = average daily census; the total number of patients admitted to a unit over a specified time period (week, month, year) divided by the number of days in the time period

ADL(s) = activity (activities) of daily living; physical motor functions performed routinely each day such as bathing, dressing, grooming, toileting, eating, and walking

ADN = associate degree in nursing
advanced practice nurse(s) (APN, APNs) = registered nurse(s) with certification in a nursing specialty that prepares them to practice in an advanced role (e.g., certified registered nurse practitioner [CRNP], certified registered nurse anesthetist [CRNA], certified nurse midwife [CNM])

AED = automated external defibrillator

Affinity = computerized registration/patient tracking information system used at WPH

AGH = Allegheny General Hospital, Pittsburgh, Pa., a part of the 7 hospital health system known as Allegheny Health Network

AHA = American Health Association
AHA = American Heart Association
AHA = American Hospital and Healthcare Association

AHP = allied health practitioner; medical staff status at WPH of a credentialed and privileged certified registered nurse practitioner (CRNP), certified registered nurse anesthetist (CRNA), or certified nurse midwife (CNM)

AHN = Allegheny Health Network, 7 hospital system which West Penn Hospital is part of

Allied Health Review Panel = WPH medical staff panel, on which the CNO serves as a voting member, that reviews and approves or rejects applications for advanced practice nurses for credentialing and privileging

ALOS = average length of stay, average length of service

American College of Surgeons (ACS) = an educational and scientific association for surgeons

AMI = core measure abbreviation for acute myocardial infarction

ANA = American Nurses Association

ANCC = American Nurses Credentialing Center

Annual performance evaluation = annual formal review by the supervisor of each employee to document and communicate the results of discussing, planning, and reviewing the employee’s job performance for the past year

AOHP = Association of Occupational Health Professionals
AORN = Association of Peri-Operative Registered Nurses

APN(s) = advanced practice nurse(s); registered nurse(s) with certification in a nursing specialty that prepares them to practice in an advanced role (e.g., certified registered nurse practitioner [CRNP], certified registered nurse anesthetist [CRNA], certified nurse midwife [CNM])

ARDS = adult respiratory distress syndrome

ARN = Association of Rehabilitation Nurses

ARU = Acute Rehabilitation Unit

ASC = Ambulatory Surgery Center; the registration and waiting areas of this outpatient surgical center are located on the 4th floor of Mellon Pavilion; the ASC has its own postoperative recovery area connected to the Operating Room (see OR) department and adjacent to the Post Anesthesia Care Unit (see PACU)

ASPMN = American Society for Pain Management Nurses

ASPN = American Society of PeriAnesthesia Nurses

ASTNA = Air & Surface Transport Nurses Association

ATRA = Assistive Technology Resource Alliance (certifying organization)

AWHONN = Association of Womens’ Health, Obstetrical and Neonatal Nurses

BBF = blood and body fluid (exposure)

BLS = Bureau of Labor Statistics (US government benchmark)

BLS = Basic Life Support (course, certification in technique)

Blue Alert = procedures initiated when an adult patient at WPH is found to be in cardiac or respiratory arrest; the human and materials resources and the procedures for response are detailed in Hospital policies and procedures; for pediatric patients, a Pink Alert is called, involving healthcare professionals and equipment appropriate to resuscitation of this population

BMT = bone marrow transplant

BSI = blood stream infection

BSN = Bachelor of Science in nursing (degree)
**BUN** = **blood** urea nitrogen

**CABG** = **coronary** artery bypass graft

**CAD** = **coronary** artery disease

**case manager (CM)** = a registered nurse who coordinates patient care between and among physicians and other professional disciplines to ensure appropriate resource utilization in the most appropriate clinical setting, coordinates with the insurance company to obtain authorizations for admission and continued stay, and assesses for and initiates an effective, appropriate, timely discharge plan, and coordinates with other disciplines as needed to effect the discharge.

**Casual employee** = **FTE** (full-time equivalent) status below 0.4

**CAUTI** = catheter-associated urinary tract infection

**CBO, CBO Checklist** = competency-based orientation; the process and forms used to assess and document direct care staff newly hired or being oriented to a new position at WPH

**CCL** = Cardiac Catheterization Laboratory

**CCRN** = Certified Critical-Care Registered Nurse (specialty certification)

**CDC** = Centers for Disease Control and Prevention, of the U.S. Department of Health and Human Services

**CDI** = **C. diff** infection

**C. diff., C. difficile** = a gastrointestinal pathogen or infection caused by the organism

**CE, CEU(s)** = continuing education, continuing education unit(s)

**CEO** = chief executive officer

**CFO** = chief financial officer

**CHF** = congestive heart failure

**CHO** = coordinator of hospital operations (evening or night nursing supervisor)

**Chief nursing officer (CNO)** = chief nurse executive (CNE)
CICU = Cardiac Intensive Care Unit

CIWA, CIWA scale, CIWA tool = Clinical Institute Withdrawal Assessment; CIWA scales or tools have been developed for assessment and management of alcohol withdrawal or opiate withdrawal

CLA = community living arrangement

CLABSI = central line–associated bacteremia/blood stream infection

Clinical Competency Review = mandatory annual program to review and document that clinical staff meet the Standards of Care for their job positions

Clinical coordinator = a registered nurse position at WPH who directs and provides professional nursing care to patients through the process of assessment, planning, implementation, and evaluation. Under the direction of the manager, coordinates the daily clinical and operational components of the unit, in care 50% of the time

Clinical nurse I (CN I) = a nurse practicing at the "Novice – Beginner" level of professional nursing practice at WPH; all graduate nurses and registered nurses with less than one (1) year of experience will be hired at WPH at the CNI level and will advance to the clinical nurse II (CNII) level when they have achieved licensure in the state of Pennsylvania and completed demonstration of all CNII behaviors. The nurse may remain a CNI for a time not to exceed one (1) year

Clinical nurse II (CN II) = a registered nurse who has achieved a "Competent" level of professional nursing practice at WPH; all full-time and part-time nurses with more than one (1) year of experience will be required to meet the criteria and behaviors of CNII. All new hires with more than one (1) year of experience will be placed into the CNII position

Clinical nurse III (CN III) = a registered nurse who has achieved a "Proficient" level of practice at WPH; application to the CNIII level of practice is voluntary

Clinical secretary (CS), unit secretary (US) = UAP at WPH that performs clerical responsibilities that contribute to maintenance of a safe, efficient, and effective work environment

Cluster = WPH inpatient units with similar patient populations, e.g., the cluster inpatient units in the Maternal Child Health Services section of Nursing consist of Obstetrics (labor and delivery and postpartum) units and their newborn nurseries, Neonatal Intensive Care Unit, Neonatal Transport Team, and the Pediatric/NICU Stepdown Unit. Associated Maternal Child Health Services departments include Childbirth Education and Lactation Services, Maternal Child Outreach Coordinator, and Infant Apnea Coordinator
**CM** = case manager

**CME** = continuing medical education

**CMS** = Centers for Medicare and Medicaid Services

**CMSRN** = certified medical-surgical registered nurse

**CN I** = clinical nurse I; "Beginner-Novice" level of professional nursing practice at WPH

**CN II** = clinical nurse II; "Competent" level of professional nursing practice at WPH

**CN III** = clinical nurse III; "Proficient" level of professional nursing practice at WPH

**CNE** = certified nurse educator

**CNO** = chief nursing officer

**CNRN** = certified neuroscience registered nurse

**COHN-S** = certified occupational health nurse-specialist

**COHN-S/CM** = certified occupational health nurse-specialist/case manager

**COO** = chief operating officer

**Coordinator of hospital operations (CHO), administrative coordinator** = a registered nurse with responsibility for administrative coordination of patient care services and other hospital activities during off shifts, weekends and holidays in the absence of nursing and hospital administration

**Core measures** = standardized performance measures (defined by The Joint Commission)

**CP** = cardiopulmonary

**CPD** = Central Processing Department/ Central Supply; this department, located on the 2nd floor of the East Building, orders and delivers to the Operating Room and other patient care areas the supplies and sterilized equipment necessary for patient care; see also **par stocking/inventory**

**CPOE** = computerized physician order entry

**CPR** = cardiopulmonary resuscitation
CPSP = Consumer Product Safety Commission

CQI = continuous quality improvement

CRNP = certified registered nurse practitioner (advanced practice nurse certification)

CRRN = certified rehabilitation registered nurse

CRS = Clinical Reference System, an online resource for patient education on adult medical-surgical topics and medications

CSR, E2 = Central Processing/Supply Department (CPD); this department, located on the 2nd floor of the East Building, orders and delivers to the Operating Room and other patient care areas the supplies and sterilized equipment necessary for patient care

CS = clinical secretary; also US (unit secretary); a WPH Nursing Division employee who performs clerical responsibilities that contribute to maintenance of a safe, efficient, and effective work environment

CT = computerized tomography

CT = cardiothoracic

CTICU = Cardiothoracic Intensive Care Unit, sometimes called CICU, cardiac intensive care unit

CVA = cerebrovascular accident

CVAD = central venous access device

CVI = Cardiovascular Institute

CWOCN = Certified Wound and Ostomy Care Nurse (certification in nursing specialty)

CY = calendar year

D5W = dextrose 5% in water (intravenous infusion solution)

daily bed meeting = a designated time period for discussion of census and staffing of all inpatient units at WPH, led by a WPH patient flow coordinator (PFC)

DART = days away, restricted, or transferred

D/C, d/c = unapproved abbreviation for discharged or discontinued (may appear in scanned sources of evidence)
DDTC = Digestive Diagnostic Treatment Center at WPH; also referred to as the "GI Lab"

Direct caregiver = Nursing Division staff providing direct care to the patient; may be a patient care associate (PCA) or registered nurse (RN)

DMAT = Disaster Medical Assistance Team

DOH = Department of Health (Pennsylvania)

downstaffing = any time an employee is requested or directed to take greater than 30 minutes of scheduled time off below their FTE status or reassigned within a payroll workweek

DPT = diphtheria, pertussis, tetanus (vaccine preparation for childhood immunization)

DRG = Diagnostic-Related Group

DVT = deep vein thrombosis

E2 = the 2nd floor of the East Tower at WPH

E4 = the 4th floor of the East Tower at WPH; Perioperative Services are located in this area

E5 = Family-Centered Care units, also referred to as Labor and Delivery units located on the 5th floor of WPH

E6 MB = the 6th floor of the East Tower at WPH; the postpartum “Mother Baby” unit

E7 = the 7th floor of the East Tower at WPH; houses medical-surgical intensive care unit (ICU) and progressive care unit (PCU)

E8 = the 8th floor of the East Tower at WPH; houses medical patient care units

E9 = the 9th floor of the East Tower at WPH; houses the general surgical patient care unit

ECG, EKG = electrocardiogram

ECHO = Medical Staff data management system being implemented at AHN/WPH

ED = Emergency Department; the ED at West Penn Hospital is located on the 1st floor of the Tower Building
EEG = electroencephalogram; a diagnostic test that records the electrical activity of the brain onto graph paper

EHS = Employee Health Service(s); office located in the Tower Basement

EKG, ECG = electrocardiogram

EMR = electronic medical record

ENEC = Eastside Neighborhood Employment Center

Epic = WPH integrated electronic medical record, implemented in 2016

EPSI = a software system that measures and analyzes productivity and budget

Essential Education = sometimes referred to in fliers as “Comps”; mandatory education to maintain compliance with regulatory requirements (such as patient confidentiality and patient and employee safety requirements) and other competencies considered essential functions for WPH nonclinical as well as clinical employees

ET = enterostomal therapy

Focus 5 = Highmark Health/Allegheny Health Network’s strategic plan structure that trickles down to WPH and all departments of the hospital

Foundation for Accreditation of Cellular Therapy (FACT) = develops and implements programs of voluntary inspection and accreditation for hematopoietic cellular therapy, and for cord blood banking. These programs are based on the standards of the clinical and laboratory professionals of the American Society of Blood and Marrow Transplantation (ASBMT), the International Society for Cellular Therapy (ISCT), and NETCORD.

Failure Mode Effects Analysis (FMEA) = a quality/risk management activity to identify the root cause of an unexpected event

FDA = Food and Drug Administration; this agency of the United States Department of Health and Human Services oversees human and animal trials, production, labeling, and marketing of medications and medical devices

FIM = functional independence measures

floor alarm mat = a rubber mat used in conjunction with a low-position bed for patients at high risk of falling; pressure on the mat sounds an alarm and/or triggers a recorded voice telling the patient to return to bed
FMEA = failure mode effects analysis (related to risk management)

FNP = family nurse practitioner

FOCUS-PDCA = “Find, Organize, Clarify, Understand, Select - Plan, Do, Check, Alert” (process used in Risk Management/Performance-process Improvement/Quality activities)

Formulary = the list of medications, oral supplements, and enteral/wound-care products stocked by the Pharmacy Department

FTE = full-time equivalent [employee status]

full-time employee = an employee at 0.9 full-time equivalent (FTE) or 1.0 FTE

FY = fiscal year

generalized seizures = tonic-clonic seizures

GERD = gastroesophageal reflux disease

GME = graduate medical education

GMLOS = geometric length of stay, used by CMS to develop fractional reimbursement for persons whose medical stay is much longer or shorter than average

GN = graduate nurse

HAI(s) = healthcare/hospital-acquired infection(s)

Hazard Surveillance Rounds = conducted at least annually for all areas of the Hospital and semi-annually for all patient care areas to identify environmental hazards, unsafe practices, and staff knowledge deficiencies related to safety issues

HCAHPS or HCAPS = Hospital Consumer Assessment of Health Plans Survey; Hospital Consumer Assessment of Healthcare Providers & Systems (also seen as CAHPS), a national Centers for Medicaid and Medicare Services (CMS) patient satisfaction data collection and public (via Web) reporting system, one of the systems used by West Penn Hospital for national benchmarking of patient satisfaction data

HEN = Pennsylvania Hospital Engagement Network, recognizes hospitals for quality and safety, part of the Hospital & Healthsystem Association of Pennsylvania (HAP)
HIPAA = Health Insurance Portability and Accountability Act; legislation passed by the U.S. government effective April 14, 2003, that regulates how personal health information (PHI) may be stored, used, and transmitted

HIPEC = Hyperthermic Intraperitoneal Chemotherapy

Highmark, Inc. = an independent licensee of the Blue Cross Blue Shield Association that is the Pittsburgh region’s largest and among the nation’s largest health insurance organizations; Highmark Health is WPH parent entity

HIT = heparin-induced thrombocytopenia

HIV = human immunodeficiency virus

hours per patient day (HPPD) = those hours budgeted for each patient each day within a clinical service or patient care area; HPPD are reported as both direct caregiver hours only and as entire staff budget; productivity is included in the patient classification system

hours per workload index (HPWI) = a measure of productivity that describes the targeted ratio of staffing hours per unit of workload; its value represents the level that optimizes (within the context of other relevant considerations) the relationship between resource consumption and quality of care

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HR = human resources; Human Resources Department

HRM = Human Resource Management (master’s level degree)

HTC = health team conference; an interdisciplinary conference held on the patient care unit to develop, evaluate, and update the Interdisciplinary Plan of Care (IPOC) and the patient’s discharge plan

HTN = hypertension

IBCLC = International Board of Certified Lactation Consultants
**IBCLE** = International Board of Certified Lactation Examiners

**ICEA** = International Childbirth Education Association

**ICU** = intensive care unit

**ILCA** = International Lactation Consultant Association

**IMM** = core measure for immunization screening and vaccination

**IMS** = Institute of Medical Science

**IMS** = integrated medical services

**INR** = international normalized ratio (a measure of blood coagulability)

**INS** = Intravenous Nurses Society

**Interdisciplinary Healthcare Team Rounds** = rounds conducted on the patient care units at predetermined times throughout the week by a multi-disciplinary team of nurses, case managers, social workers, dieticians, and/or respiratory therapists; the purpose is to review patient care needs; these meetings are documented on the reverse side of the patient’s interdisciplinary plan of care (IPOC)

**IPM** = Institute for Pain Medicine at West Penn Hospital

**IPOC** = interdisciplinary plan of care, a paper document for all healthcare team members to use for documentation of the plans for patient care

**IRB** = institutional review board; a multidisciplinary group of healthcare and lay representatives that is responsible for reviewing proposed research involving the institution’s patients or animal subjects for compliance with U.S. Department of Health and Human Services guidelines

**IS** = information systems

**ISMP** = Institute for Safe Medication Practices, a nonprofit agency comprised of pharmacists, nurses, and physicians founded in 1994 and "dedicated to learning about medication errors, understanding their system-based causes, and disseminating practical recommendations that can help healthcare providers, consumers, and the pharmaceutical industry prevent errors" (ISMP Web page)

**IV** = intravenous
**IV Team** = Intravenous Therapy Department registered nurses, also known as VAT

**JCAHO/ Joint Commission** = Joint Commission on Accreditation of Healthcare Organizations; now the Joint Commission

**Job performance standards** = standards derived from the essential functions of each job classification at West Penn Hospital (WPH)

**Joslin Diabetes Center** = former name of the outpatient diabetes center at WPH, is now known at the AHN Center for Diabetes

**Keystone 10** = a quality improvement breastfeeding initiative aimed at improving the protection, promotion and support of all breastfeeding for all Pennsylvania infants, mothers and families

**KVI** = key volume indicator (a budgeting factor)

**LCCE** = Lamaze-certified childbirth educator

**LCP** = LifeStyle Choices Program; a professional nurse recruitment and retention program inaugurated in 2001 to provide registered nurse scheduling options

**LifeStyle Choices Program** = a professional nurse recruitment and retention program in place at WPH since 2001 to provide registered nurse scheduling options; nurses choose the “weekday” or “weekend” option

**LNA** = learning needs assessment

**LOC** = level of consciousness

**LOS** = length of stay; length of service

**low-boy (low position) beds** = used in conjunction with floor alarm mats; beds purchased by WPH for use in the Hospital by patients who impulsively get out of bed and could fall; the bed can be lowered to within 6 to 8 inches of the floor and includes an alarm and/or a recorded message telling the patient to get back into bed; the message can be recorded by a member of the family so that the patient can hear a familiar voice

**LPN** = licensed practical nurse

**LVN** = licensed vocational nurse

**MA(s)** = medical assistant(s)
M&M = mortality and morbidity

MCA = main carotid artery

MCARE [Medical Care Availability and Reduction of Error] Act of 2002 = "Act 13" to reform Pennsylvania’s medical liability and health care system as of June 7, 2004; a summary prepared by the Project on Medical Liability in Pennsylvania notes: "In March 2002, then-Pennsylvania Governor Mark Schweiker signed into law Act 13, known as the MCARE Act. With the passage of this unique and potentially significant legislation, Pennsylvania set the stage for meaningful reform of the state’s medical liability system and for the Commonwealth to gain national attention for its public policy related to medical liability and patient safety….The MCARE Act created a Patient Safety Authority (PSA) to review medical errors and make recommendations on improving patient safety. Hospitals are required to report medical errors or serious events to the Authority as they occur. Medical facilities also are required to develop and implement patient safety plans. Aggregate error data and PSA recommendations are considered public information under the MCARE Act" (http://medliabilitypa.org/docs/index.php?DocID=13)

MCH = Maternal Child Health services cluster of the WPH Nursing Division

MD = medical doctor; a physician with a doctoral degree in allopathic medicine

Medical Executive Committee = leadership committee of the hospital's medical staff

Mellon Pavilion = wing of West Penn Hospital that houses outpatient services, laboratories, and physician offices

Metabolic and Bariatric Surgery Accreditation and Quality Improvement Program (MSBAQIP) = program accredited center by the American Society for Metabolic and Bariatric Surgery (ASMBS) through the American College of Surgeons.

monitor technician (MT, monitor tech) = a UAP trained in cardiac rhythm interpretation who is responsible for monitoring and transporting patients on telemetry

Moodle = E-Learning environment accessible through the WPH intranet site

MPH = master of public health (degree)

MRSA = methicillin-resistant *Staphylococcus aureus* (infection)

MS = Master of Science (degree)

MSDS = Material Safety Data Sheet; a form that provides detailed information on the health and safety considerations for a chemical that an employee may encounter in his or her daily work environment, including information about the chemical; its hazards;
first aid measures for inhalation, ingestion, skin contact, or eye contact; fire fighting measures; accidental release measures; handling and storage; exposure controls/personal protection; and ecological, disposal, transport, and regulatory information [from the Internet]; data sheets for materials used at The Western Pennsylvania Hospital may be viewed on networked computers at The Western Pennsylvania Hospital, in a department-specific notebook in each department, and in the Environmental Services Department

**MSHA** = Master of Science in health administration (degree)

**MSN** = Master of Science in nursing (degree)

**MSSC** = Medical Short Stay Center; outpatient unit serving chemotherapy and other outpatients, located on the 3rd floor of the T Tower

**MSW** = master of social work (degree)

**MT** = monitor technician (tech); an unlicensed assistive person (patient care associate, PCA) who had been educated to read monitors and report results to an RN

**MUSE** = previous computerized physician order and health professional documentation system in use at WPH

**National Database of Nursing Quality Indicators (NDNQI)** = a proprietary database of the American Nurses Association. The database collects and evaluates unit-specific nurse-sensitive data from hospitals in the United States [see nursing-sensitive quality indicators]. Participating facilities receive unit-level comparative data reports to use for quality improvement purposes [from NDNQI Web site]

**N2** = the 2nd floor of the North Tower; houses administrative offices and Burn Outpatient Clinic

**N3** = the 3rd floor of the North Tower, houses the Inpatient Rehabilitation Unit, also known as N3 Rehab

**N4** = the 4th floor of the North Tower, houses the Pediatric/Neonatal Intensive Care Stepdown Unit

**NAM** = nursing administration policy manual

**NDLC** = Nursing Division Leadership Council

**NDNQI** = National Database of Nursing Quality Indicators; see nursing-sensitive quality indicators
**NE-BC** = board certified nurse executive, advanced certification through the ANCC

**NEA-BC** = board certified nurse executive advanced, advanced certification through the ANCC

**NICU** = neonatal intensive care unit (see T5)

**NLN** = National League for Nursing

**NLNAC** = National League for Nursing Accreditation Council; accredits nursing schools, including the WPH School of Nursing

**NNP** = Neonatal Nurse Practitioner (advanced practice nurse)

**nonproductive time** = nonclinical time during which the employee is not performing tasks listed in his/her job description but for which he/she is paid (e.g., vacation time, sick time, holiday time, competencies testing time, continuing education time)

**NQI** = national quality indicator

**NSI** = Nursing Solutions, Inc. (a nurse recruitment and contracting organization)

**NSS** = normal saline solution; refers to a sterile solution of 0.9% sodium chloride in water

**NTI** = National Teaching Institute

**nurse extern** = a nursing student accepted into the Nurse Extern Program at WPH

**nurse manager, manager** [of a nursing department] = a registered nurse who provides leadership that promotes a professional work environment, pursues performance improvement by monitoring and evaluating the quality and appropriateness of nursing care, practices sound fiscal management and is a department leader and/or liaison who facilitates coordination, communication, and problem resolution

**Nursing Administrative Manual** = manual on every nursing unit that contains policies and procedures

**Nursing Leadership (Roundtable) Council** = a group consisting of the CNO, directors of nursing sections, nurse managers, education and development specialists, executive secretary and coordinators, that meets monthly to discuss nursing practice and any issues relative to the delivery of nursing care at WPH

**Nursing Grand Rounds** = a continuing professional education program sponsored by the WPH Nursing Division; nursing sections/departments have rotating responsibility for
developing and presenting a topic monthly to educate professional nurses and other staff on topics of importance to professional nursing practice at WPH

**Nursing Division (NDLC)** = decision making group consisting of the CNO, directors of nursing, nurse managers, education and development specialists, council chairpersons, staff nurses that meets monthly to review and vote on policies, discuss issues in nursing practice

**Nursing Practice Rounds** = informal, scheduled meetings, held on the unit, of the CNO, nursing director, nurse manager, staff nurses, and other nurses (e.g., education and development specialists) responsible for patient care or staff supervision/education on the unit; the purpose of Nursing Practice Rounds are to provide a forum for direct vertical communication of the staff nurses regarding their concerns, issues, and successes in nursing practice

**Nursing Education, Research and Evidence-Based Practice Council** = staff nurse council that promotes, oversees, and disseminates the results of nursing research and fosters evidence-based practice at WPH

**nursing-sensitive indicators, nursing-sensitive quality indicators** = indicators are items that can be measured; indicators that are nursing-sensitive reflect the structure, process, and outcomes of nursing care. The structure of nursing care is indicated by the supply of nursing staff, the skill level of the nursing staff, and the education/certification of nursing staff. Process indicators measure aspects of nursing care such as assessment, intervention, and registered nurse job satisfaction. Patient outcomes that are determined to be nursing sensitive are those that improve if there is a greater quantity or quality of nursing care (e.g., pressure ulcers, falls, IV infiltrations) [from NDNQI Web site]

**nurse supervisor, supervisor** [of a nursing department] = a registered nurse who provides leadership under the direction of the nurse manager that promotes a professional work environment, pursues performance improvement by monitoring and evaluating the quality and appropriateness of nursing care, practices sound fiscal management and is a department leader and/or liaison who facilitates coordination, communication, and problem resolution, may be in care 20% of the time

**OB, OB/Gyne** = obstetrics, obstetrics and gynecology

**Occurrence** = an event that is not consistent with routine patient care or Hospital procedure, which either did or could have resulted in injury or loss to a patient or visitor

**OCN** = oncology certified nurse

**ONC, onc** = oncology (in scanned materials)
ONS = Oncology Nursing Society; Orthopedic Nursing Society

OP = core measure for outpatient metrics

Operating Room technician/tech = a WPH UAP who performs specific activities related to preoperative preparation for surgical cases

OR = operating room

OR technician, OR tech = Operating Room technician (tech) = a WPH UAP who performs specific activities related to preoperative preparation for surgical cases

OSHA = Occupational Safety and Health Administration; an agency of the U.S. Department of Labor with the mission “to assure the safety and health of America’s workers by setting and enforcing standards; providing training, outreach, and education; establishing partnerships; and encouraging continual improvement in workplace safety and health” [from OSHA Web site]

OT = occupational therapy

overtime = any scheduled or worked hours in 4-hour blocks or greater that exceed 40 hours within the work week; for the purposes of downstaffing, overtime does not refer to incremental time that occurs when an employee does not complete their assignment in the designated shift

OWA = opiate withdrawal assessment

PACU = post-anesthesia care unit

PALS = Pediatric Advanced Life Support (non-nursing specialty certification)

par stock/ par inventory = the quantity of each type of patient-care supply used routinely in a WPH patient care department in a week (e.g., number of packages of 4x4 sterile gauze); the Materials Handling Department has the responsibility for weekly ordering and delivering items to achieve par stock/inventory, in response to the department's assessment of needs

part-time employee = an employee working 0.4 to 0.89 FTE (full-time equivalent)

PAS = patient/physician access service (in scanned materials)

patient safety huddle = a half-hour session held at least twice per year in each department that provides direct or indirect patient care; the huddles provide frontline staff with an opportunity to speak about patient safety issues and concerns; participants in each huddle include employees of the unit or department and the Hospital's chief
quality officer, director of Quality, Risk Management and Regulatory Affairs (also serving as patient safety officer and Hospital safety officer) and a member of the Hospital's Patient Safety Committee

PC = core measure for perinatal or obstetrical outcomes

PCA = patient-controlled analgesia

PCP = primary care physician

PCU = progressive care unit

Pediatric VIEW (Vision Information and Evaluation at West Penn Hospital) Program = program designed to treat cortical visual impairments (CVI) in infants and pediatric patients caused by damage to the brain in pre, peri or postnatal periods

Pennsylvania Health Care Cost Containment Council (PHC4) = an independent state agency responsible for addressing the problem of escalating health costs, ensuring the quality of health care, and increasing access for all citizens regardless of ability to pay

PEP = professional nurse externship program; a summer program lasting 7 weeks or longer through which students entering their last year of nursing school may be hired to work alongside a registered nurse preceptor, providing clinical care to patients on a designated unit

PhD = philosophy doctor (doctoral degree in philosophy)

PharmD = doctorate in pharmacy

PHI = Protected Health Information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

PI = performance improvement; the Hospital and each Hospital department develops a PI plan and investigates, implements, and evaluates changes in processes and procedures to improve patient care and safety relative to internal and/or external benchmarks

PIAR = Performance Improvement Activities Report; a report of performance improvement data for a department, cluster, etc., of selected quality datasets, such as nursing-sensitive indicators and National Patient Safety Goal indicators

PICC(s), PICC line = peripherally inserted central catheter(s), line
**Pink Alert** = procedures initiated when a pediatric patient at WPH is found to be in cardiac or respiratory arrest; the human and materials resources and the procedures for response are detailed in Hospital policies and procedures; for adult patients, a Blue Alert is called

**PIOC** = Performance Improvement Oversight Committee (a multidisciplinary committee of West Penn Hospital)

**PIRS** = Performance Improvement Review Subcommittee (a multidisciplinary subcommittee of The Western Pennsylvania Hospital's Performance Improvement Oversight Committee)

**PLN** = Pennsylvania League for Nurses

**PMH** = past medical history

**PMI** = personal medical information; also Protected Health Information (PHI) as defined by the Health Insurance Portability and Accountability Act (HIPAA)

**Policytech** = electronic program for hospital policies

**Press Ganey** = a vendor of nationally benchmarked patient satisfaction survey data collection and analysis services used by West Penn Hospital for our Patient Satisfaction Survey

**PRHI** = Pittsburgh Regional Healthcare Initiative; "a coalition of regional leaders committed to perfecting healthcare delivery for every person in Southwestern Pennsylvania" [from PRHI Web site]

**PRISM** = electronic program related to health, welfare, benefits and pay

**Prodromal** = an early manifestation of illness or seizure activity

**productive time** = a measure of time used when budgeting for employee work hours; includes straight time and overtime

**Professional Development Council** = the staff nurse council that addresses recruitment, retention, and professional development and recognition of WPH nurses

**Professional Nurse Externship Program** = a 6- or 10-week program for senior-level nursing students, who are hired to provide direct care alongside and under the supervision of a WPH nurse who has successfully completed the WPH Nurse Extern Preceptor Course
PRP = Professional Recognition Program; The Western Pennsylvania Hospital Nursing Division's clinical ladder/professional advancement program

PSNA = Pennsylvania State Nurses Association

PSA = primary service area

PT = physical therapy

PTCA = percutaneous coronary angioplasty

PYXIS™ = computer-controlled medication order entry and dispensing system used at WPH

QOPI = QOPI™ Certification Program, a 3 year certification for outpatient hematology-oncology practices

QVS = Quality, Value, Safety structure, encompasses our Quality, Value and Safety, nursing professionals who oversee the quality, regulatory and safety measures

RASS = Richmond Agitation-Sedation Score; used in assessment of patients in intensive care

RD = registered dietician

RDI = relative dose intensity (a measure of radiation administered to a patient)

Registry = the WPH Nursing Division's supplemental staffing department (float pool)

replacement factor = that portion of an employee’s FTE (full-time equivalent) required to replace the employee with respect to earned (benefit) time off for which the employee receives pay

resource nurse = a registered nurse functioning in the "charge nurse" role at WPH, with responsibility for monitoring and coordinating discharges and admissions, patient flow, daily communications, bed assignment, and as a resource to the other staff on a patient care unit

RN = registered nurse

RPh = registered pharmacist

RRT = registered respiratory therapist

S&W = salaries and wages (tables in OO4)
**Safety Committee** = a Hospital committee appointed by the WPH CEO that is composed of representatives of administration, clinical services, and support services with the purpose of overseeing the safety program to identify, correct, and minimize hazards and increase safety awareness in all employees of the Hospital and to provide expertise in order to adhere to regulatory and accrediting organization standards relative to environment of care.

**safety huddle** = patient safety huddle; patient safety huddles are held in each department and all employees, including residents, are encouraged to attend. The huddles are conducted without the manager present, to allow free-flowing discussion and exchange of staff ideas related to how their particular department can improve patient safety.

**SBAR** = communication of Situation, Background, Assessment, Recommendation information

**SCIP** = Surgical Care Improvement Project

**SLM** = self-learning module

**SN** = student nurse

**SON** = West Penn Hospital School of Nursing; see **WPH SON**

**SSI** = surgical site infection

**STAR Center, simulation center** = Simulation, Teaching and Academic Research Center at AHN; located in the WPH School of Nursing building, the center partners with AHN educators and schools to offer simulation training for nursing, medical, and allied health professionals, both pre- and post-licensure

**STD** = sexually transmitted disease

**stepdown unit** = an inpatient unit where patients are monitored by telemetry

**STF** = slip/trip/fall (injury)

**STK** = core measure for stroke outcomes

**SUB** = core measure for alcohol and drug abuse screening

**Sunrise** = electronic medical record utilized at WPH 2012- June 2016

**T1** = the 1st floor of the Tower Building at WPH, houses the Emergency Department
**T2** = the 2nd floor of the Tower Building, location of West Penn Burn Center; the first and only burn center in the region to receive verification honors (seven times) by the American Burn Association and Committee on Trauma of the American College of Surgeons

**T3** = the 3rd floor of the Tower Building; houses the Medical Short Stay Unit

**T4** = the 4th floor of the Tower Building; houses the CICU/CVICU or Cardiac Intensive Care Unit

**T5** = the 5th floor of the Tower Building; location of the Neonatal Intensive Care Unit (NICU)

**T6** = the 6th floor of the Tower Building; houses the antepartum unit

**T7** = the 7th floor of the Tower Building, housing the Hematology/Oncology/Bone Marrow Transplant Unit

**T8** = the 8th floor of the Tower Building; previously an inpatient medical unit of WPH, since May 2010, this unit houses Forbes Hospice, an independent licensed entity of Allegheny Health Network

**T9** = 9th floor of the Tower Building; houses a progressive care unit; was once known as the Variable Acuity Unit from 2011-2012

**TB** = tuberculosis

**TOB** = core measure for tobacco screening

**Tuition Reimbursement Program** = a program to reimburse employees up to a specified amount per year for post-high school professional education related to their work position

**UAP** = unlicensed assistive personnel

**unlicensed assistive personnel** = individuals who function under the direct supervision of a registered nurse to provide direct or indirect care to patients; at WPH, UAP positions include patient care associate (PCA), support services associate (SSA), clinical/unit secretary (CS), monitor technician (MT), and Operating Room (OR) technician

**UTI** = urinary tract infection

**VAC** = ventilator-associated conditions
VAE = ventilator-associated events

VAP = ventilator-associated pneumonia (a hospital-acquired infection)

VAT = Vascular Access Team, also known as the IV team

VRE = vancomycin-resistant *Enterococcus* (infection)

VTE = venous thromboembolism

WC = Workers Compensation

WCI = Workforce Commitment Index; a measure used by the AON Company for analyzing the results of the employee opinion survey

WPAHS = West Penn Allegheny Health System; The Western Pennsylvania Hospital is a member of this System, formed in 2000, by the merger of two tertiary care hospitals (WPH and Allegheny General Hospital [AGH]) and four community hospitals, Forbes Hospice, and several physician faculty/practice groups; numerous changes within the System and particularly affecting WPH occurred in 2010; the system has expanded to seven hospitals and is now known as Allegheny Health Network, as described in OO1

WPAON = Western Pennsylvania Allegheny Oncology Network, outpatient infusion and cancer centers

WPCI = West Penn Cancer Institute

WPH = The Western Pennsylvania Hospital, West Penn Hospital, West Penn, the Hospital; the facility applying to the American Nurses Credentialing Center for re-designation as a Magnet facility, located at 4800 Friendship Avenue, Pittsburgh, Pennsylvania, 15224

WPH SON = West Penn Hospital (WPH) School of Nursing (SON); founded in 1892 and accredited by the National League for Nursing Accrediting Commission; the School offers a 22-month program for the registered nurse Diploma with concurrent associate of science degree in allied health from Clarion University of Pennsylvania for eligible students and optional continuation for the bachelor of science in nursing degree from Clarion University of Pennsylvania

WPLCA = Western Pennsylvania Lactation Consultant Association

YTD = year to date; year-to-date