

Instruction Sheet for the New Parish Nurse Quarterly Activity Report

Parish Nurse Quarterly Activity Report			
July-September (Q1)	Year	January - March (Q3)	
October-December (Q2)		April - June (Q4)	
Faith Community:		Nurse:	

Check the box that corresponds to the 3 month period you are reporting, then write in the year. Include your faith community and your name. If you are reporting for your team, write your name first, then reporter: *Wendy Zimmerman/Reporter*.

Record all time in hours (rounded to 0.5 hour)							
Health Screenings	# of BPs Taken	Abnormal Readings (BP >140 or >90)	Meritus Physician Referral	Other Physician Referral	PN Time	Planning Time	Assoc. to PN Time
Blood Pressure Screenings							
Other Screenings							
Comments:							

For BP screenings, enter in the total number of BPs taken. Count all BPs, even if one person comes multiple times. If the systolic BP is >140 or

diastolic BP is >90, this is considered an abnormal BP. Enter the total of abnormal readings. Enter any referrals made to physicians. Your *Parish Nursing Time* (PN Time) includes the time spent doing the actual screening. If you spend additional time gathering resources or training a new person, include those hours under planning time. If you have non-parish nurses on your team, enter their time in the Associates to PN column. All time is rounded to ½ hour increments.

If you do a screening for a-fib, or a diabetes screening, write the total number of people screened in the first box: *# of BPs Taken*. The under comments, write in the type of screening offered. Also include any abnormal readings, referrals, and time spent.

Health Education Activities	Topic	# of People Reached	PN Time	Planning Time	Assoc. to PN Time
Bulletin Board Display					
Bulletin Inserts					
Newsletter Articles					
Health Education Programs					
Other Wellness Activities					
Social Media					

For each health education activity, there are 3 lines for each category, to report 1 topic per month. Write small, as the space is limited. It's difficult to know the number of people reached for a bulletin board display. I'm just looking for estimates. Once you've determined your estimate, you can include that same number with each quarterly report. The # of people reached for a bulletin insert, would be an average number of attendance at worship services. The # of people reached for newsletter articles would usually be your total church membership.

We've added a space for social media. Those of you that have active websites and face book pages can add topics and number of "hits." For all health education activities, please include the actual time spent, in

addition to any planning time. Use the comments area to capture any additional information.

Health and Wellness Counseling	Age Range, Number of People Served					Referrals Number of Referrals Made					PN Time	Planning Time	Assoc. to PN Time	
	0-19	20-39	40-59	60+	Total	Resources Provided	Health Care Provider	Meritus Physician or Service	Community Agencies	Church Resources				
Formal Appointment					0									
Informal					0									
Telephone					0									
					0									
	Total													

For those who do 1:1 health counseling, please estimate the age range of those you are counseling and any referrals you are making. Total the number of counseling events in the right-hand column (highlighted

in yellow). The total number of referrals are added after the visits section. Those that are using the Excel format, these totals will calculate automatically. Again enter the amount of actual time spent with the individual and any planning of follow-up time you spent.

Visits	Age Range, Number of People Served				Referrals						PN Time	Planning Time	Assoc. to PN Time
	0-19	20-39	40-59	60+	Total Resources Provided	Health Care Provider	Meritus Physician or Service	Community Agencies	Church Resources				
Hospital					0								
Nursing Home/Rehab					0								
Home					0								
Physician Office or Testing					0								
Other Volunteer Nursing Activity					0								
Total Referrals					0	0	0	0	0				
Comments:													

If you are making visits, enter the total number of visits here, along with estimated ages of those you are visiting. There is a new section for those who make Dr's. visits with parishioners and those that volunteer at the Mission of Mercy or Free Clinic. Include your actual visit time in addition to any preparation or follow-up time. Total your referrals from the Screening section and Counseling section on page 1 and the Visits section on page 2, in the yellow highlighted row. Include any additional comments, as needed.

Meetings	PN Time	Planning Time	Assoc. to PN Time	
Church Health Cabinet/Parish Nurse Group				
Parish Nurse Network Meetings				
Other Meetings				
Continuing Education (conferences, presentations or seminars)	Contact Hrs.	PN Time	Planning Time	Assoc. to PN Time

Here is where you capture your meeting time. Our average network meeting runs for 2 hrs. If you have 2 parish nurses on your team, you will enter in 4 hrs. (2 hrs/each). Don't forget to include the time you spent planning for the meeting or following up with "duties as assigned." There is a space to fill in extra meetings, as needed.

If you attend conferences or presentations, you can enter them here, along with any contact hours. If we have a 1 hour presentation at our network meeting, where 1 ANCC contact hour was awarded, you can enter it here. If you've already counted the *Parish Nursing Time* in the meeting section, don't double count it here. This section for contact hours is mostly for those who need to keep track for their nursing license. I'm mostly concerned with the time spent.

Total Volunteer Hours	PN Time	Planning Time	Assoc. to PN Time
Total Hours	0	0	0
Total Parish Nurse Hours (Parish Nurse Hours Including Planning Time)	0		

Here is where you can total your hours for the quarter. In the *Parish Nurse Time*

section, total the hours that you and other parish nurses on your team have spent. An associate include others on your team that are not parish nurses, for instance: husbands, other lay folks on your team, those that help with food pre or event set up. In general, as you enter in your time, please round up or down in whole number increments...for example 25 ½ hrs. = 26 hrs. or 25 ¼ hrs. = 25 hrs. Those that are using the Excel format, these totals will calculate automatically.

Success Stories:

Lastly, is the narrative section where you can include any stories where you felt you made a difference.

Thanks for your patience as we transition to this new form. We'll try this for 1 year and will make additional revisions based on your feedback in late 2018.

If you have any questions about the new form, feel free to contact Wendy at 301-766-7840 or wendy.zimmerman@meritushealth.com or Jodi at 301-766-7845 or Jodi.martz@meritushealth.com.