

**Nursing and Patient Care Services
Professional Development Committee
Five Minute Forum Process**

1. A group decides that it has a need for a FMF; group can be CPC, NIS, PI or other departments.
2. The requestor contacts the PDC Chair to inform the Chair of the request.
3. The PDC Chair assigns a member of the PDC committee to be the requestor's resource person. Every effort will be made to match the PDC resource person with the expertise that is needed by the topic.
4. The requestor submits draft FMF word document to PDC resource person and Chair (Five Minute Forum document template and instructions available on web – NPC's homepage). The draft document includes the specified categories that are available on the web.
5. PDC resource person collaborates with the requestor and performs an assessment in order to assure the following:
 - The key stake holders of the issue have been contacted
 - A content expert has reviewed the document
 - Prior approval been obtained for supporting documents - e.g. was the SOP approved at NPC?
 - The material meets the Five Minute Forum criteria.
6. Requestor and PDC resource person collaborate to finalize the content of proposed FMF.
7. PDC resource person forwards the final document to the PDC leadership coach and PDC Chair.
8. Requestor makes an electronic version of the word document available to the PPD Clerk.
9. PPD staff provides clerical support to type the FMF in the approved template format.
10. PDC Chair facilitates placement of document on the web.
11. PDC Chair emails notification to all NPC's employees of the new Five Minute Forum; email will include a reminder to sign the Attendance Record on the unit after completing the Five Minute Forum.
12. Nurse Manager or designee initiates and maintains an Attendance Roster on the unit for PI Review or performance evaluation.

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1. Is the primary purpose to provide information to N&PCS employees?
2. Does the content have implications for the majority of the N&PCS employees?
3. Is the material concise, with major points amenable to a bulleted format?
4. Can the content stand alone and is it self-explanatory?
5. Is the content a brief summary of clinical or administrative issues, i.e. new or revised SOP's, administrative policies, procedures?
6. Are the following pieces of information included in the material submitted:
 - a. background information
 - b. key points
 - c. FAQ's
 - d. self-tests (optional)
 - e. references
 - f. author
 - g. contact individual, address, phone number, etc named in the submitted material
7. Can the content be reviewed in approximately five minutes?

Instructions for Submitting Proposed Five Minute Forum

- >> Print out this page for instructions on developing a 5 minute forum.
- >> Contact Claudia Briguglio (cbriguglio@cc.nih.gov) at 435-6173 or Holly Wieland (hwieland@cc.nih.gov) at 496-0133 to set up an appointment to review draft.
- >> Develop a draft in a Word document with the requested information



CLINICAL CENTER NURSING & PATIENT CARE SERVICES

Five Minute Forum

[insert date]

[insert title]

Prepared by: *[insert your name]*

Background:

[Give a brief background of why this is needed. i.e. "During walking rounds with the Performance Improvement Consultant, it was identified that many of us have questions about _____. "]

Key Points:

[List the key points you want to make with links to appropriate policies (nursing &/ or MEC), procedures, SOP or websites. Please remember to be as brief as possible while not losing any pertinent points.]

Frequently Asked Questions:

[You may list several (up to 5) FAQs]

1. Question:

Answer:

2. Question:
Answer:

3. Question:
Answer:

Self Test:

[Optional: You may or provide a short self test in this space.]

Answers:

[Please provide the answers to the self test.]

References:

[This is mandatory. It can include policies, SOPs, procedures, literature references, etc.]

Questions? Contact _____ at _____ or email at _____

Upon completion of the Five Minute Forum, sign the attendance record form on your unit.

