

Instructions for completing the Central MN Parish Nurse Ministry Monthly Statistics Form

1. Complete a Statistics form each month and submit- Questions: call Rosemary at 320-259-5794
2. If you already have a method, you can mail or email those stats you keep to Rosemary and she will add
3. Open Excel Spread Sheet [Community Nurse Monthly Report](#) (Excel) to type directly onto form and submit by email
 - a. Open spread sheet
 - b. Type in Data
 - c. To submit **via Email**, choose "File", Select "Share", Choose "Email", choose "Send as attachment", email to Rosemary Weiser, rmw8786@gmail.com

or

4. Copy Excel Spread Sheet [Community Nurse Monthly Report](#) (Excel) and fill in by hand and **mail to:**

Rosemary Weiser
159 Bantam Road
Sartell MN 56377

5. Don't forget to save copy to your file if you want to keep records
6. Fill in your name, church name, month & email address
7. Fill in areas that apply to work you have completed
8. Turn in monthly totals last day of each month (complete daily or however you want and transfer to a monthly total to submit)
9. Time spent in 15 minute blocks and rounded to nearest 15 minute increments using decimal numbers

Unit	Decimal
60 minutes	1.00
45 minutes	0.75
30 minutes	.50
15 minutes	.25
12 minutes becomes	.25
33 minutes becomes	0.75

10. Unknown or sections not used, leave blank
11. Form and instructions are on the St. Cloud Hospital Faith Community Nursing web site, under "Resources" section and Statistic Form can be downloaded/printed from there also.
<http://www.centracare.com/services/spiritual-care/faith-community-nursing/resources/>
12. Rosemary will give a quarterly report in August 2016 and then quarterly and annually of individual Parish Nurse statistics and group (all parish nurses involved in tallying)
13. If you have more than one Parish Nurse in your group, each is asked to keep a statistic sheet
14. If you have other volunteers who assist with the ministry, include in your report
For example: if 2 people took 17 Blood Pressures after masses on a weekend put 1 under Group Activity of Screening/Blood Pressure for # of times, 17 for # of people served, and add total time of all volunteers under "Time", add any prep time under "Prep Time" and total "Time" & "Prep Time" for "Total Time".
15. "Phone Calls" has 3 categories; one to parishioners, one Post Hospital (to keep record of transition Care visits for whoever makes these visits); one to include all other calls for care coordination.