

**Mayers Memorial Hospital District
Quality Committee Meeting
MINUTES – January 10, 2018**

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| FINAL Attachment A |
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QC Attendance

Beatriz Vasquez, PhD, Board Chair
 Laura Dolman-Beyer, BOD Committee
 Jack Hathaway
 Dr. Tom Watson

Other Present

Jessica Stadem
 Susan Knoch, MVHC
 Shannon Gerig, MVHC
 Val Lakey
 Libby Mee
 Mary Ranquist
 BJ Burks
 Dawn Jacobson

Absent

Louis Ward
 Theresa Overton
 Sherry Wilson

(These minutes are not intended to be a verbatim transcription of the proceedings and discussions associated with the business of the board’s agenda; rather, what follows is a summary of the order of business and general nature of testimony, deliberations and action taken.)

| SUBJECT | DISCUSSION | |
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| CALL TO ORDER | The meeting was called to order at 12:05 pm by Vasquez in Fall River Mills | |
| Public Request to Speak | None | |
| Opening Remarks | Add Hospice department report to agenda. | |
| Minutes | Minutes from the December 13, 2017 Quality Committee meeting were approved. M/S/C (Hathaway/Beyer) All Approved | Approved |
| Department Reports | <p>Hospice – Handout provided. Hospice quality scoreboard created, working with Jack & Keith, will meet quarterly, program is work in progress, average daily census will always vary, some categories of tracking not listed, will add and remove as necessary; will coordinate quarterly meeting schedules for reporting to Quality and regular Board.</p> <p>SNF/Activities – Handout provided. All of the events have had great turn outs; all goals were reached and exceeded expectations; have been able to work with community organizations (schools, dance studio) and all levels of patient functioning; each year pilot 9 total programs and choose which ones get best response; received iPads for residents to stay connected with family, incorporating technology for younger generation of incoming residents; Louis has been attending resident council meetings and working on addressing issues; offering contest to staff to incorporate new activity calendars from across the nation; making sure that there is no cross contamination with staff</p> | |

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| | <p>during illness outbreaks; music and memory program still in effect and working well.</p> | |
| <p>Quarterly Reports</p> | <p>Safety Committee – Over the last quarter, participation in meetings has improved, departments have better representation now, productive input is being presented, items always reviewed: safety & security reports, accidents, trainings, illness trends, past few months: weapons, animals, phone system backup, posting of private property signs, alternative worksite locations, winter safety, door security plans, frontline employees asses facility for potential workplace violence issues.</p> <p>Worker’s Comp – Provided handouts. CAL OSHA document shows what type of injuries, a few employees this year unable to return to work, still resource to them during work comp process even after separation, financial report will come out at end of FY, injury trends are similar, use info to counsel employees, work closely with BETA insurance on all claims, \$2,200 from BETA to use towards safety training, prevention, etc. nothing stands out yet, have until July to use money.</p> | |
| <p>Standing Reports</p> | <p>Infection Control – Both facilities in last month on quarantine (Burney influenza, FR just a cold), working with Jack and HSN on reporting privileges, report to CDC (surgical site infections, etc), no employee illness trends, infection rates remain low, new videos for new employee orientation, attended infection control training.</p> <p>SNF Events/Survey – Haldol issue is resolved, surveyor cleared POC, will confirm status of education ability. Received POC for revisit, only two items to fix. New CNO has started working, could offer a lot of knowledge to this committee.</p> <p>Quality – Performance Improvement – TOC meeting with MVHC today, meeting often, working on seamless continuum of care for patients, identifying alternative ways to communicating with automated systems since upgrade to Paragon 14, working with ER on tracking times (in waiting room, time to doctor, etc.), implementing and educating doctors, new CNO believes survey calls to patients doesn’t necessarily have to be done by a nurse, trainings are available, once we can report that info and call volume to CMS they can certify us as in-house HCAHPS and can improve star rating, will work with MVHC to inform community of services available like after-hours nurse,</p> | |

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| | <p>PRIME – Val & Susan working on implementation of program, great start, will have 7 of 8 items accomplished by next year</p> <p>Administrative Report – No report.</p> | |
| New Business | <p>Jack Hathaway is working through manuals and going through each policy, archiving yearly updates, meeting with each department.</p> <p>Beyer/Hathaway, M/S/C - all approved to take to full board</p> <p>Policies for Approval:</p> <ul style="list-style-type: none"> • AMA Leaving Against Medical Advice • Annual Employee Influenza Vaccination • Board Member Vacancy (Appointment) Process • Board of Directors' Job Description - Responsibilities - Duties • Drug Supply Chain Security Act Compliance Plan • Leaving Against Medical Advice MMH598 • Notice of Privacy Practices Acknowledgement of Receipt MMH455 • Notice of Privacy Practices MMH454 • Patient Responsibility MMH452 • Physician Orders (policy)-Verbal and or Telephone • Post Fall Assessment and Documentation • Public Interface • Restraint Log MMH578 • Restraints or Seclusion (Physical Restraints), Use of • Succession Plan BOD-Approved 12.22.2009 • Unit Cleaning • Unusual Events | |
| Announcements, Other, Future Agenda Items | <p>ACHD Leadership Academy – Beatriz and Jessica will be attending.</p> <p>Report template – create template for departments to send before the meeting, to be included in the packet, to help speed up the meeting (quality measures, what is being met/not met) Judy gave Jack an example dashboard of measures. Will send notice to staff about change in reporting process.</p> | |
| Closed Session | <p>Closed Session Announcement, Government Code 54962, Medical Staff:</p> <p>MEDICAL STAFF REAPPOINTMENT:</p> <ul style="list-style-type: none"> • Edward Richert, MD – Family Medicine • Paul Johnson, MD – Emergency Medicine | |
| Report Closed Session | <p>Medical Staff reappointments were approved.</p> | |
| Adjournment | <p>Meeting adjourned Next meeting February 14, 2018 in Fall River Mills</p> | |

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Minutes By: Jessica Stadem