

**MAYERS MEMORIAL HOSPITAL DISTRICT
QUALITY COMMITTEE MEETING
MINUTES – FEBRUARY 8, 2017**

FINAL Attachment A

QC Attendance

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

Other Staff Present

Valerie Lakey
Barbara Spalding
Adam Dendauw
Chris Hall

Absent

(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	
CALL TO ORDER	The meeting was called to order at 12:03 pm by Vasquez in Fall River Mills	
Public Request to Speak	None	
Opening Remarks by Chairman Vasquez		
Minutes	Minutes from the January 11, 2017 quality committee meeting were approved. M/S/C (Ward, Hathaway). All Approved	Approved
Department Reports	<p>SNF, Sherry Wilson: We are still under isolation Precautions in Burney (3 types of viruses have gone through the facility) Census is down because can’t accept admits. We will be beginning the Point Click Care EHR system. This system will help with quality and reduce errors on paper charts. Staff will be visiting a facility in Redding that is using the system. All departments using the system will be trained (Dietary, etc). It will take about 90 minutes per patient to input each data (initially). We will be re-doing some of the forms. There have been two reportable falls with fractures. The state has been here on one of them. We have not received the 2567 on the visit.</p> <p>Lab, Chris Hall: Discussion of staff - issues with ordering tests. There is a step that can be missed. Hall is currently looking for a way to track and correct. Hall has completed some QRR’s to report each issue. There was a question about how it impacts patients. Hall with work with Hathaway. There have been issues with the faxing. MVHC is tracking missing reports. There were issues with the TOC line. Provided a list of tests for BioFire – will allow for fast turnaround on lab testing.</p> <p>Finance, Travis Lakey: (Written Report) Reviewed successes and challenges. Vasquez had questions about the District Hospital Leadership</p>	Reports

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	<p>Forum. Volunteer Services, Barbara Spalding: Spalding is in the process of collecting new HIPAA forms from volunteers. Direct supervisors are helping to collect forms. Application process and background checks are the same as they have been. A few policies have been changed and will go through the process for approval. Volunteer handbook is being redone. Six step process to improve volunteer process. Mission and value based. Policies up to date. Volunteer position descriptions. Annual reorientation instead of every two years. Volunteer meetings happen occasionally. Volunteer hours are tracked electronically.</p>	
<p>Quarterly Reports</p>	<p>Patient First/CMS Core Measures, Jack Hathaway: (see Power Point) Safety reports will be given to Hathaway to track data. Tracking Acute and SNF data (see graphs). It was suggested to compare our data with other facilities.</p> <p>Discussed the CALHIN Network</p>	<p>Reports</p>
<p>Standing Reports</p>	<p>SNF – Sherry Wilson: See above Administrative – Louis Ward: TimeClock Plus – better manage employees and track who is working and when. We will be completely electronic February 19th.</p> <p>Will be using an evaluation software to “have a process” and an easier way to track goals, scorecards, etc. The current process is all paper. Wage scale is tied to evaluations. There is also the opportunity of peer evaluations (committees, etc.) It will provide notifications.</p> <p>SEMSA - will be meeting with MMHD and SEMSA staff regarding transition.</p> <p>Employee Meetings went well – talked a lot about employee benefits.</p> <p>Paragon 14 update will be complete within the next couple of months. New server, back-up system. Clinical side will be different with changes. It is required for Meaningful Use Stage 3.</p> <p>Moving forward on telemedicine. Dr. Babb may be helping. Hired a consultant through Partnership grant. Will be a service to the community. Hoping to begin by July 1st. TeleMed2U</p> <p>Quality – Jack Hathaway: Discussed the No Smoking policy – Dr. Watson asked how it was going. Enforcement will go into effect March 1st.</p> <p>Infection Control – Shelley Lee: (Written report) Dr. Watson reported.</p>	

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	<p>Norovirus outbreak in the fall. Tail end of respiratory virus. The new BioFire testing has allowed for faster specific diagnosis. Antimicrobial stewardship. Hathaway talked about a seasonal training for methods to not spread viruses.</p> <p>PRIME – Adam Dendauw/Jack Hathaway: Developed PRIME flow chart and binder to facilitate identifying and tracking patients. Smoking, Hypertension or combo. 30 patients – have to see them two times a year. Can use inpatient and outpatient. Will be a part of admission evaluation and could be a part of discharge for qualifying patients. Have to see 30 patients within 6 months for the first visit.</p>	
Announcements, Other, Future Agenda Items	<p>Beyer suggested we look into how to re-engage new moms, infants – maybe telemedicine pediatrics, nutrition, classes, etc.</p> <p>Vasquez talked about ACHD Education committee. Discussed a program through Stanford</p> <p>Tie in the Quality portion of the Strategic Plan to Quality meetings. Template for managers for department reports. Track a pattern for quality data. Louis, Val & Jack will come up with a template.</p>	Discussion
Closed Session	<p>Adjourned to Closed Session at 2:10 pm (Beyer, Hathaway) – To Approve Privileges - <i>Approved All</i></p> <p>Physician Reappointment Michel Dillon, MD – EmCare ER Physician</p> <p>Physician Appointment Chuck Colas, DO – Emcare ER Physician</p>	
Announcements;	Next meeting: Wednesday, March 8, 2017 in Fall River Mills	
Adjournment	Meeting adjourned 2:12 pm	

Minutes By: Valerie Lakey