



**QUALITY PROFESSIONAL SERVICES
COMMITTEE MEETING
Thursday, July 18, 2013**

Central Administration Offices Located at Highland Hospital
1411 East 31st Street Oakland, CA 94602
Barbara L. McElroy, Clerk of the Board
(510) 437-8468

LOCATION:

Open Session: E3-19 Conference Room

COMMITTEE MEMBERS

Barry Zorthian, MD, **Chair**
Daniel Boggan, Jr.
Michele Lawrence
Anthony Slimick
Taft Bhuket, MD
Joe Walker, MD

AGENDA

CLOSED SESSION

4:00 – 4:30 PM

TAB #1 Consideration of Confidential Medical Staff Activities

- A. **Confidential Peer Review**
[Health & Safety Code Section 101850(ii)]
*Barry Zorthian, MD, Chair, Quality Professional Services Committee
Interdisciplinary Professional Practice Committee*
- B. **Credentialing Reports**
[Health & Safety Code Section 101850(ii)]
Taft Bhuket, MD, Chief of Staff, AHS Medical Staff
- C. **Conference with Legal Counsel:**
Significant Exposure to Litigation
[Government Code Section 54956.9]
Douglas B. Habig, General Counsel

OPEN SESSION

Convenes at approximately 4:30 PM

ROLL CALL

TAB #2 ACTION: Approval of Minutes 4:30 – 4:35 pm

- A. Approval of the Minutes of the May 23, 2013 and June 20, 2013 Quality Professional Services Committee Meeting.

Recommendation: Motion to approve.

TAB #3 ACTION: Approval of Policies and Procedures 4:35 – 4:45 pm Kerin Bashaw, VP, Quality

Administrative Policies

- Conflict of Interest in the Conduct of Research
- Consent to Photograph
- Consent/Informed Consent
- Disabled Accessibility and Services
- Disruptive and Illegal Behavior, Patient
- Emergency Unlocking of Restrooms
- Issuing Medical Record Numbers
- Legal Medical Record Definition
- Media Relations
- Medical Record Authorship and Documentation Integrity
- Medical Record Availability
- Medical Records Forms: Requirements and Approval Process
- Mission and Vision
- Patient Hand Off and Sign Outs (Transfer of Care Between Nursing Personnel)

Clinical Policies

- Against Medical Advice (AMA)
- Management of Acute Adverse Reactions: Chemotherapy
- Management of Pharmaceutical Waste
- Medication Administration: Chemotherapy
- Medications: High Risk, High Alert
- Preparation and Administration: Chemotherapeutic Agents (Oral)
- Prescribing: Chemotherapeutic Agents (Oral)

Departmental Policies

- Gloves

- Identify and Resolve Conflicts of Interest Prior to Educational Program
- MCH Antepartum Testing
- MCH Care of Post-Partum Patient
- Mifepristone/Misoprostol Abortion Protocol
- Reimbursement and Honoraria
- Scope of Care/Service-Emergency Department
- Students in the Emergency Department/School of Affiliation
- Blanket Warmers
- Ceiling and Vent Cleaning
- Central Services
- Cleaning Cart Set-up
- Cubicle Curtain and Drapes Cleaning
- Discharge Room Cleaning Procedure
- Disposal Medical/Non-Medical Batteries
- Dry Mopping Hard Floor Surfaces
- Elevator Cleaning
- Emergency Spill Response (Critical Incident Plan)
- EVS Training Program Procedure
- Examination and Treatment Room Cleaning
- Glass Cleaning
- Hazardous Materials and Waste Management Plan
- Hazardous Materials Ordering and Receiving
- Hazardous Materials Waste and Storage Practices
- High Dusting
- Infection Control Guidelines for Environmental Services
- Isolation Discharge Room Cleaning Procedure
- Labor and Delivery Cleaning
- Nursery Cleaning
- Occupied Isolation Room Cleaning Procedure
- Orientation and Education
- Radiant Warmers, Isolettes and Cribs
- Refrigerator Cleaning
- Soiled Linen Handling
- Spill Reporting and Investigation
- Surface Dusting
- Surgery Cleaning
- Toilet Cleaning
- Tub and Shower Cleaning
- Wall Washing
- Waste Can Cleaning
- Wet Mopping Hard Floor Surfaces

Recommendation: Motion to approve.

TAB #4 REPORT: Patient Story

4:45 – 4:55 pm

Cynthia Resendez, MD

TAB #5 INFORMATION: Summit Series

4:55 – 5:25 pm

Kerin Bashaw, VP, Quality

Kathleen Clanon, MD, Interim Chief Medical Officer

Program 1: What is Quality, Anyway?

TAB #6 STRATEGIC FOCUS REPORT: Public Reports

5:25 – 5:45 pm

Kerin Bashaw, VP, Quality

TAB #7 REPORT: Medical Executive Committee

5:45 – 5:55 pm

Taft Bhuket, MD, Chief of Staff, AHS Medical Staff

TAB #8 INFORMATION: Issue Tracking & Follow-up

5:55 – 6:00 pm

Kerin Bashaw, VP, Quality

TAB #9 REPORT: Legal Counsel's Report on Action Taken in Closed Session

6:00 pm

Douglas B. Habig, General Counsel

Public Comments

Board of Trustees Remarks

ADJOURNMENT

Our Mission

Caring, Healing, Teaching, Serving All

Strategic Vision

To become a world-class patient and family centered system of care that promotes wellness, eliminates disparities and optimizes the health of our diverse communities.

Meeting Procedures

The Board of Trustees is the Policy Body of the Alameda Health System. The Board has several standing Committees where ordinances and resolutions are the subject of hearings at which members of the public are urged to testify. Board procedures do not permit: 1) persons in the audience at a Committee meeting to vocally express support or opposition to statements by Board Members or by other persons testifying; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify at Committee meetings and to write letters to the Clerk of the Board or to its members, 1411 East 31st Street Oakland, CA 94602.

Disability Access

The Meeting Rooms are wheelchair accessible. Assistive listening devices are available upon request at the Clerk of the Board's Office. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Board. Requests made at least 48 hours in advance of the meeting will help to ensure availability. The nearest accessible BART station is Lake Merritt. Accessible AC Transit Bus Route 62 stops at the entrance to Highland Hospital. Route 11 stops one block away, on 14th Avenue at East 31st Street. For schedule updates, call AC Transit at (510) 817-1717; BART at (510) 465-2278. There is accessible parking in the main patient parking lot enter on East 31st Street.

In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to perfumes and various other chemical-based scented products. Please help us to accommodate these individuals.

The AHS Board of Trustees is committed to protecting the private health information (PHI) of our patients. We ask that speakers refrain from disclosing or discussing the PHI of others. Please also know that, should you decide to disclose your PHI, the Trustees will still likely refer your matter, to the extent it involves PHI, to the executive staff for a confidential review of the facts and for confidential handling. If you would like more information regarding the confidentiality of PHI as it relates to the Health Insurance Privacy and Accountability Act, please refer to 45CFR Section 164.101, et.seq.