



**QUALITY PROFESSIONAL SERVICES
COMMITTEE MEETING
Thursday, August 27, 2015**

Conference Center Located at Highland Care Pavilion
1411 East 31st Street Oakland, CA 94602
Marla Cox, Clerk of the Board
(510) 535-7515

LOCATION:
Open Session: HCP Conference Center

MINUTES

THE MEETING WAS CALLED TO ORDER AT 3:35PM

ROLL CALL WAS TAKEN AND THE FOLLOWING TRUSTEES WERE PRESENT:

Barry Zorthian, MD, Kinkini Banerjee, Joe DeVries, and Michele Lawrence

Non-Voting Members present: Drs. Deepak Dhawan, John Iocco and Joe Walker

(General Counsel Announcement as to purpose of Closed Session)

TAB #1 CLOSED SESSION

(Reconvene to Open Session)

TAB #2 ACTION: Consent Agenda

A. Approval of Policies and Procedures

AUGUST 2015

Alameda Health System Policies

Administration

- Compliance Hotline Policy
- False Claims Act
- Pneumatic Tube System
- Responsibilities for Compliance Reporting
- Safety Alert Message
- Smoking Policy

Clinical

- Emergency Blood
- Guidelines for Methadone Use the Emergency Department

Plan

- Infection Control Year-End Report and Analysis; 2015 Risk Assessment; 2015 Annual Plan

Alameda Hospital Policies

Administration

- Non-Discriminatory Policy
- Resources for Limited English Speaking Patients and Patients with Hearing, Vision, Speech or other Communication Barriers

Clinical

- Wound Care Clinical Policy Manual
- Stroke Center Program

Departmental

- Chart Completion requests
- Chart Order for Paper Medical Records
- Ordering Chart Forms
- Thinning the Chart

San Leandro Hospital Policies

Administrative

- Ambulance Physician Certification Statement (PCS) and Medical Necessity vs. Gurney Transport
- Animal Visitation
- Discharge with Home Health
- Expedited Review of Continued Hospital Stay/Detailed Notice of Discharge
- Freedom of Choice
- Hand Hygiene
- Hospital Issue Notice of Non-Coverage (NINN)
- Important Message from Medicare
- Medication – Verbal/Telephone Orders
- Restraints, Use Of
- Standard Precautions/Isolation Precautions
- TB Exposure Plan
- Utilization Review Procedure
- Voluntary Psychiatric Admission/Transfers (Transfers to a Specialty Service) Procedure

Clinical

- Admission Pre-Op Unit
- Anesthesia Awareness
- Anesthetic Agents in Care for Patients Undergoing Intubation, Administration of Specific
- Assessment and Reassessment of Patients, Organizational Plan for
- Assisting with Procedures Performed Outside Outpatient Surgery Unit or Outpatient Surgery Treatment Rooms (Including Conscious Sedation Procedures)
- Bloodless Surgery
- Epidural Steroid Injection in Outpatient Surgery Unit/PACU
- Extubation in PACU
- Follow-Up Calls and Documentation – Outpatient Surgery
- Medication – After Hours Retrieval of Medications
- Medication – Automated Drug Dispensing Machines – Dispensing, Administration, and Security
- Medication – Intravenous Immunoglobulin

- Medication – Standard Administration Times for Insulin Glargine (Lantus)
- Nothing by Mouth (NPO)
- Patient Classification System Staffing Plan, Use Of
- Pre-Operative Pregnancy Testing
- Staffing – Rapid Deployment of Nursing Personnel
- Transfer of Patients from PACU

Department

- Clinical Nutrition Coverage
- Committee Concerned with Nutrition Care
- Diet Manual Review and Approval
- Discharge Planning for Nutrition Services
- FNS Documentation in Medical Record
- FNS Non-English Speaking Patients
- FNS Patient and Family Education
- Formulary Development
- Guide to Clinical Nutrition Services
- Hospital Approved Cleaning and Disinfecting Agents
- Intake Support
- Multidisciplinary Patient Care Plan
- NPO/Clear Liquid Monitoring
- Nutrition Assessment, Diagnosis, Intervention Monitoring and Evaluation (Acute Care)
- Nutrition Care Guidelines
- Ordering of Medical Nutrition Therapies

JULY 2015

Alameda Health System Policies

Clinical

- Critical Results and Communication of Critical Results
- Massive Transfusion Protocol

Plan

- Quality Improvement Business Management

The Committee expressed concern with the extent of their authority to approve or accept policies. In order to ensure that policies have gone through the appropriate approval procedure, the Committee directed staff to work with legal counsel and determine the appropriate process.

Action: A motion was made and seconded to approve the Policies and Manuals from July 2015 for Alameda Health System and August 2015 for Alameda Health System, San Leandro Hospital and Alameda Hospital. The motion was carried.

AYES: Trustees Zorthian, Banerjee, DeVries, and Lawrence.

NAYS: None

Abstention: None

TAB #3 REPORT: Legal Counsel's Report on Action Taken in Closed Session

Mike Moya, Interim General Counsel, reported that the Committee reviewed and approved Medical Staff Credentialing and Privileges.

Public Comments – None.

Board of Trustees Remarks – None.

ADJOURNMENT – 4:05pm

Respectfully submitted by:



Marla D. Cox
Clerk of the Board

APPROVED AS TO FORM:

Reviewed by: _____



Mike Moya
Interim General Counsel