



QUALITY PROFESSIONAL SERVICES COMMITTEE MEETING
Thursday, July 18, 2013

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

MINUTES

THE MEETING WAS CALLED TO ORDER AT 4:35 PM.

ROLL CALL WAS TAKEN AND THE FOLLOWING TRUSTEES WERE PRESENT:

Barry Zorthian, MD and Daniel Boggan

Michelle Lawrence was excused.

NON-VOTING MEMBERS PRESENT:

Taft Bhuket, MD
Joe Walker, MD.

TAB #2 ACTION: Approval of Minutes

ACTION: A motion was made, seconded, and approved the Minutes from the June 20, 2013 Quality Professional Services Committee Meetings as presented.

MOTION: Trustee Boggan
SECOND: Trustee Zorthian

***AYES:* Trustees Zorthian and Boggan**

***NAYS:* None**

***ABSTAIN:* None**

***ABSENT:* Trustee Lawrence**

TAB #3 ACTION: Approval of Policies and Procedures

Kathleen Clanon, MD, Interim Chief Medical Officer, provided an update.

Policies and Procedures presented:

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

ACTION: *A motion was made, seconded, and unanimously approved the policies and procedures as presented.*

MOTION: *Trustee Boggan*

SECOND: *Trustee Zorthian*

AYES: *Trustees Zorthian and Boggan*

NAYS: *None*

ABSTAIN: *None*

ABSENT: *Trustee Lawrence*

TAB #4 INFORMATION: Patient Story

Dr. Resendez presented a patient story, A 27 year old homeless Caucasian female with schizoaffective disorder.

TAB #5 INFORMATION: Summit Series

The committee watched the video “What is Quality, Anyway?”

TAB #6 STRATEGIC FOCUS REPORT: Public Reports

Kerin Bashaw presented the committee with an overview of public reporting measures and where/how to locate the information.

TAB #7 REPORT: Medical Executive Committee

Taft Bhuket, MD, Chief of Staff, AHS Medical Staff, reported two important notables. Dr. Peruzzi was introduced. The committee had dialogue regarding general concerns and came up with the following: morale; access; lean; quality. The committee publicly thanked Dr. Kathleen Clanon and Bill Manns for their service.

TAB #8 INFORMATION: Issue Tracking & Follow-up

Nothing to report.

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

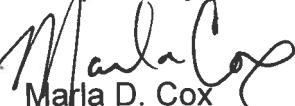
Douglas B. Habig, General Counsel, reported that in Closed Session the Committee considered confidential peer review matters and approved credentialing, no action was taken.

Public Comments: None

Board of Trustee Remarks: None

ADJOURNMENT: The meeting adjourned at 6:15 pm.

Respectfully Submitted,


Marla D. Cox
Clerk of the Board

APPROVED AS TO FORM:

Reviewed by:


Douglas Habig, Esq.
General Counsel