



**QUALITY PROFESSIONAL SERVICES COMMITTEE MEETING**  
**Thursday, October 17, 2013**

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

---

**MINUTES**

**THE MEETING WAS CALLED TO ORDER AT 4:40 PM.**

**ROLL CALL WAS TAKEN AND THE FOLLOWING TRUSTEES WERE PRESENT:**

Trustees Barry Zorthian and Michele Lawrence

Trustee Daniel Boggan was excused

**NON-VOTING MEMBERS PRESENT:**

Taft Bhuket, MD

**TAB #2 ACTION: Approval of Minutes**

***ACTION: A motion was made, seconded, and approved the Minutes from the September 19, 2013 Quality Professional Services Committee Meetings as presented.***

**TAB #3 ACTION: Approval of Policies and Procedures**

Policies and Procedures presented:

Administrative Policies

- DSRIP Reporting

Clinical Policies

- Critical Care Procedures and Interventions
- ICU Scope of Service
- ICU Staff Guidelines
- Therapeutic Hypothermia After Cardiac Arrest
- t'PA for Stroke

**Departmental Policies**

- 340B Responsible Staff and Competency
- 340B Enrollment and Certification
- 340B Inventory
- 340B Eligibility
- 340B Contract Pharmacy
- 340B Compliance Program
- Admission Necessity
- Asthma Lounge – RCS Triage
- Bedside Spirometry
- Bland Aerosol Therapy
- Breathing Techniques Instructions
- Chest Physiotherapy/Vest Therapy
- Endotracheal Tube Maintenance, Cuff Pressure Check, Change
- Mammography Consumer Complaint
- Manual Vacuum Aspiration for Dilation and Curettage Performed in the Emergency Department
- MCH Antepartum Testing
- MCH Breast Milk Storage and Usage
- MCH Fetal Monitoring
- MCH Guidelines for Management of the Patient in Labor
- Respiratory Care Department Procedure Count Matrix
- Scope of Service – Fluoroscopy Unit
- Substance Abuse Van

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

**TAB #4 REPORT: Patient Story**

Janet Clayton, RN, Manager of Specialty Clinics. presented an email from a patient who was apprehensive about coming to Highland, but after a positive experience, the patient wanted to thank those involved at Highland.

**TAB #5 REPORT: LEAN Overview & Progress to-date**

Varsha Chauhan, Executive Director, System Transformation Center gave a brief description of the LEAN process explaining that LEAN is a philosophy that concentrates on a few areas; helps eliminate waste, adds value, and improves efficiencies. LEAN at Alameda Health System is aligned with the AHS principles.

**TAB #6 INFORMATION: Summit Series**

Moved to next meeting due to technical difficulties.

**TAB #7 REPORT: Medical Executive Committee**

Taft Bhuket, MD, Chief of Staff, AHS Medical Staff, reported the following:

- AHS will be moving to a new coding system, International Classification of Diseases ICD10.
- Clinical Finance Committee has been developed.
- Report from GME Committee – Dr. Snoey made commentary on the state of our education.
- Emergency Management Committee
  - Emergency Shakedown was held on 10/17/13 and was well executed. The Institution did very well; we can improve on the department level.

**TAB #8 INFORMATION: Issue Tracking & Follow-up**

Discussed having a patient on the committee, work in progress.

**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 approved confidential peer review matters and approved credentialing, no action was taken.

**Public Comments:** None

**Board of Trustee Remarks:** None

**ADJOURNMENT:** The meeting adjourned at 6:19 pm.

Respectfully Submitted,



Marla D. Cox  
Clerk of the Board

APPROVED AS TO FORM:

Reviewed by:



Douglas B. Habig, Esq.  
General Counsel