



QUALITY PROFESSIONAL SERVICES COMMITTEE MEETING

Thursday, September 24, 2020

3:00 pm – 5:00 pm

Conference Center at Highland Care Pavilion

1411 East 31st Street Oakland, CA 94602

Ronna Jojola Gonsalves, Clerk of the Board

(510) 535-7515

LOCATION:

Open Session: Telephonic/Electronic Meeting

ZOOM Meeting Link:¹

<https://alamedahealthsystem.zoom.us/j/91706711015?pwd=OFFwanAxQ1krbFNoTitlTzRzZ2xhdz09>

Meeting ID: 917 0671 1015

Password: 586540

One tap mobile

+14086380968,,9361457125# US (San Jose)

+13462487799,,9361457125# US (Houston)

Dial by your location

+1 408 638 0968 US (San Jose)

+1 346 248 7799 US (Houston)

+1 646 518 9805 US (New York)

+1 312 626 6799 US (Chicago)

Meeting ID: 936 145 7125

Password: 20200513

Find your local number: <https://alamedahealthsystem.zoom.us/j/91706711015?pwd=OFFwanAxQ1krbFNoTitlTzRzZ2xhdz09>

COMMITTEE MEMBERS

Taft Bhuket, MD, *Chair*

Louis Chicoine

Maria Hernandez

NON-VOTING MEMBERS

Chief of Staff – AHS Medical Staff

Chief of Staff - AH Medical Staff

QUALITY PROFESSIONAL SERVICES COMMITTEE MEETING AGENDA

¹ Log into the meeting at www.zoom.com. You will be directed to download the meeting app (free) if you have not used ZOOM previously. ZOOM meetings may be accessed on computers and portable devices.

SPECIAL NOTE: Alameda Health System will conduct this meeting in accordance with health and safety guidelines related to COVID-19 by Federal, State, and local authorities, including but not limited to, requiring meeting participants and observers to adhere to “social distance” standards and limits on public gatherings. In addition, the meeting will be conducted in accordance with Governor Newsom’s Executive Order N-29-20 which suspends specific requirements of the Brown Act while directing agencies to use sound discretion and to make reasonable efforts to adhere to the Brown Act as closely as possible.

- Members of the public may participate in the meeting via telephone or logging into the Zoom meeting, per the instructions above.
- There will be no public meeting place associated with this meeting.

Public Comment Instructions

If you wish to address the Board of Trustees or Committee send an email to COB@alamedahealthsystem.org PRIOR TO THE START OF THE MEETING. Your comment will be heard at the appropriate time. During the meeting, public comment requests may be submitted to the ZOOM meeting host or the Clerk of the Board, but requests must be submitted prior to the beginning of the public speaker time for that item. Each speaker will be allotted between one and three minutes to speak, depending on the number of speakers present. Speakers may cede time to another speaker by stating a request to do so at the beginning of their comment. The speaker must identify the speaker to whom time is being ceded and how much time. Speakers are only entitled to one opportunity to provide comment. No speaker may speak for more than six (6) minutes. Materials to help your participation go smoothly are available here: <http://www.alamedahealthsystem.org/2020-meeting-agendas-and-minutes/>

OPEN SESSION / ROLL CALL

A. CLOSED SESSION (estimated 30 min)

Public comment on Closed Session items may take place prior to the Board adjourning to the Closed Session. To provide comment remotely, follow the “Public Comment Instructions” above. An announcement of any action taken during the Closed Session will take place prior to the end of the Open Session.

A1. Consideration of Confidential Medical Staff Credentialing Reports

*Chief of Staff Committee, AHS Medical Staff
Chief of Staff, AH Medical Staff*

A2. Conference with Legal Counsel

*M. D. Moye, General Counsel
Significant Exposure to Litigation [Accreditation, Risk Management, Patient Safety]
[Government Code Section 54956.9]*

Discussion of Matters Constituting Trade Secrets [Government Code Section 54962; Health & Safety Code Section 101850(ae)(1)]

(Reconvene to Open Session)

OPEN SESSION

B. ACTION: Consent Agenda (estimated 10 min)

Public comment on all Consent Agenda items may be heard prior to the Committee’s vote. To provide comment remotely, follow the “Public Comment Instructions” above. The Committee does not deliberate on Consent Agenda items. Any member of the public or the Committee may request that a Consent Agenda item get pulled from the Consent Agenda for deliberation and to be voted on separately from the Consent Agenda.

B1. Approval of the Minutes of the August 27, 2020 Quality Professional Services Committee Meeting

B2. Approval of Privilege Form(s) *Chief of Staff Committee*

- Department of Orthopedic Surgery Physician Assistant

B3. Recommendation of Approval of Policies and Procedures

Recommendation to the Board of Trustees for approval of the policies listed below.

AHS System – August CPC and MEC Approvals

- 340B Health Emergency Policy
- Adult Immunization Standardized Procedure
- AHS Crisis Standard of Care – Resource Allocation in Conditions of Absolute Scarcity
- AHS Pain Assessment and Management
- AHS Restraint and Seclusion in Acute Care Policy and Procedure
- Breach Notification Policy
- Charge Capture and Reconciliation Policy and Procedure
- Charity Care Policy
- Clinical and Educational Work Hours
- Disaster Preparedness Communication
- Do Not Use List of Abbreviations
- Donations Policy
- Emergency Operations Management Plan
- External Notification Policy
- Guidelines for House Staff Corrective Action
- Hazard Vulnerability Analysis – Directions for Use
- Hazard Vulnerability Analysis
- Health Care Decisions for Unrepresented Patients
- HR Section 1.00 – Policy 1.12 Employment Process
- Kaiser Oakland Highland OBGYN Residency AHS Community Hospitals
- Maintain, Expand, Decrease, or Close Services
- Medical Record Forms Policy
- Medication Administration: System Chemotherapy Antidote for Extravasation Management Policy

- Medication Borrowing and Lending Policy
- Medications: Storage
- Nurse Telephone Advice
- Pharmacy Disaster Planning Policy
- Probate Conservatorship Policy
- Resident Trust Fund Accounts Policy and Procedures
- Security Management Plan
- System Infusion Pump Policy

Highland Hospital

- Anesthesia Response to Level 1 Trauma Activations
- Family Birthing Center (FBC) Cervical Cerclage Policy
- Family Birthing Center (FBC) Intensive Care Nursery Continuous Positive Airway Pressure
- Highland Outpatient Pharmacy Discharge Orders and ED Discharge Auto-Substitution Policy
- Trauma Assessment and Screening Policy

San Leandro Hospital

- Intravenous Admixture Service (SLH)
- Medication Compounding 1735 Compliance (SLH)

John George Psychiatric Hospital

- None

Alameda Hospital

- Primary Stroke Center Performance Improvement Plan

Standardized Procedures

- None

Medical Staff

- Physician Practice Office Policy

Recommendation: Motion to Approve

END OF CONSENT AGENDA

Public comment on each Report/Discussion item may take place after the staff presentation and prior to Committee discussion. To provide comment remotely, follow the “Public Comment Instructions” above. The Committee does not vote on Report/Discussion/Information items.

C. REPORT/DISCUSSION: QPSC Chair (estimated 10 min)

Taft Bhuket, MD, Chair

[C1. Engaging Health System Board of Trustee in Quality and Safety: Six Must-Know Guidelines. Stephen Grossbart, PhD. June 5, 2019. Health Catalyst.](#)

D. REPORT/DISCUSSION: Medical Staff Reports (estimated 10 min)

- *AHS Medical Staff: Chief of Staff Committee*
SLH Leadership Committee Chair
- *AH Medical Staff: MD Chief of Staff*

E. REPORT/DISCUSSION: Re-Engineering QPSC Reporting (estimated 15 min)

Taft Bhuket, MD, Chair
Louis Chicoine, QPSC Member, BOT Finance Committee Chair
Luis Fonseca, Chief Operating Officer

F. REPORT/DISCUSSION: Regulatory Affairs and Patient Safety (estimated 25 min)

Nilda Perez, System Director of Regulatory Affairs
Darshan Grewal, System Director of Patient Safety
Tanvir Hussain, MD, Chief Quality Officer

G. True North Metric Dashboard Review (estimated 15 min)

Annette Johnson, Quality Analytics Manager
Tanvir Hussain, MD, Chief Quality Officer

H. INFORMATION: Planning Calendar/Issue Tracking (estimated 1 min)

Taft Bhuket, Chair

I. REPORT: Legal Counsel’s Report on Action Taken in Closed Session (estimated 1 min)

M. D. Moye, General Counsel

PUBLIC COMMENT: Non-Agenda Items

TRUSTEE REMARKS

ADJOURNMENT

Our Mission

Caring, Healing, Teaching, Serving All

Strategic Vision

AHS will be recognized as a world-class patient and family centered system of care that promotes wellness, eliminates disparities and optimizes the health of our diverse communities.

Values

Compassion, Commitment, Teamwork, Excellence, Integrity, and Respect.

Meeting Procedures

The Board of Trustees is the Policy Body of the Alameda Health System. The Board has several standing Committees where Board matters are the subject of discussion 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.

Members of the public are advised that all Board and Committee proceedings are recorded (audio), including comments and statements by the public in the course of the meetings. Copies of the audio recordings will be made available to the public. Copies of the agendas and supporting documents can be found here: <http://www.alamedahealthsystem.org/meeting-agendas-and-minutes/>. By attending and participating in Board/Committee meetings, members of the public consent to audio recording of any statements they may make during the proceedings.

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 accommodation or assistance to participate in the meeting, please contact the Clerk of the Board. Requests made at least 48 hours in advance of the meeting will help to ensure availability.

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.