



**QUALITY PROFESSIONAL SERVICES
COMMITTEE MEETING
Thursday, April 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

Addendum

A. Approval of the Minutes of the February 27, 2013 Quality Professional Services Committee Meeting.

Addendum

B. Approval of the Minutes of the March 21, 2013 Quality Professional Services Committee Meeting.

Recommendation: Motion to approve.

TAB #3 ACTION / DISCUSSION: Approval of Policies and Procedures
4:35 – 4:45 pm

Kathleen Clanon, MD, Interim Chief Medical Officer

Pg. 6

Administrative Policies

- Breach Notification Process
- Business Associates
- De-Identified Health Information
- HIPAA Violation Sanctions Policy
- Privacy: Accountings of Disclosures
- Privacy: ACMC Directory
- Privacy: Confidential Communications
- Privacy: Minimum Necessary Standard
- Privacy: Notice of Privacy Practices
- Privacy: Personal Representatives of Patients
- Privacy: Privacy Officer
- Privacy: Rule Complaint
- Privacy: Uses and Disclosure of Limited Data Set
- Privacy: Uses and Disclosure Based on Public Policy
- Privacy: Uses and Disclosure of Protected Health Information for Fundraising
- Privacy: Uses and Disclosure of Protected Health Information for Marketing
- Privacy: Verification of Identity and Authority
- Sentinel and Serious Adverse Event

Clinical Policies

- ACLS Transports
- Admission of Patient
- Assignment Workload Manager – Staffing Plan, Nursing Service Workload Manual
- AWOL
- Documentation Nursing Process – Communication
- Interdisciplinary Verbal Orders and Patient Safety
- New Admission Orientation Process
- Post Mortem Care
- Restraint and Seclusion Staff Training
- SBAR and Handoff Communication Guidelines
- Security
- Sitters for Patient Safety
- Telemetry Monitoring
- Transfer Unit to Unit
- Violent Behaviors

Departmental Policies

- Assessment and Documentation of the Emergency Department Patient
- Electronic Sign Off Reports
- Evidence of Standards Compliance: Beyond Use Medication Labeling
- Imaging: Critical Findings: Notification of Critical, Significant and Discrepant Imaging Results
- Massive Transfusion Protocol
- Monitoring of Film Badges
- Standardized Procedure Nurse Order Entry in the ED

Recommendation: Motion to approve.

DISCUSSION: Next Steps on Policy Review

Kathleen Clanon, MD, Interim Chief Medical Officer

Barry Zorthian, MD, Chair, Quality Professional Services Committee

TAB #4 REPORT: Patient Story

4:45 – 4:55 pm

Presented @ meeting

TAB #5 STRATEGIC FOCUS REPORT: Value-Based Purchase and Penalties

4:55 – 5:35 pm

Oral

*Kathleen Clanon, MD Interim Chief Medical Officer
Satira Dalton, Director, Quality Services and Performance Improvement
Geoff Dottery, Senior Director, Revenue Cycle*

TAB #6 REPORT: Medical Executive Committee

5:35 – 5:45 pm

Oral

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

TAB #7 INFORMATION: Consent Strategic Dashboard

5:45-5:50 pm

Pg. 176

Kathleen Clanon, MD, Interim Chief Medical Officer

TAB #8 INFORMATION: Issue Tracking & Follow-up

5:50 – 6:00 pm

Pg. 178

Barry Zorthian, MD, Chair, Quality Professional Services Committee

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

6:00 pm

Oral

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.