



ALAMEDA COUNTY MEDICAL CENTER

Highland Campus • Fairmont Campus

John George Psychiatric Pavilion • Ambulatory Healthcare Services

QUALITY PROFESSIONAL SERVICES

COMMITTEE MEETING

Thursday, August 16, 2012

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.

Valerie D. Lewis, Esq.

Anthony Slimick

Lyn Berry, MD

Taft Bhuket, MD

AGENDA

CLOSED SESSION

4:00 – 5:00 PM

TAB #1 Consideration of Confidential Medical Staff Activities

- A. **Confidential Peer Review**
[Health & Safety Code Section 101850(ii)]
Barry Zorthian, MD, Chair,
Interdisciplinary Professional Practice Committee
- B. **Credentialing Reports**
[Health & Safety Code Section 101850(ii)]
Lyn Berry, MD, President, APMC Medical Staff
- C. **Event Review**
[Health & Safety Code Section 101850(ii)]
[Government Code Section 54956.9]
Kathleen Clanon, MD, Interim Chief Medical Officer
- D. **Conference with Legal Counsel:**
Significant Exposure to Litigation
[Government Code Section 54956.9]
Douglas B. Habig, General Counsel

OPEN SESSION

Convenes at approximately 5:00 PM

ROLL CALL

TAB #2 ACTION: Approval of Minutes

Approval of the Minutes of the June 21, 2012 Quality Professional Services Committee Meeting.

Recommendation: Motion to approve.

TAB #3 UPDATE: Harm Reduction Initiatives – What’s Next

Kathleen Clanon, MD, Interim Chief Medical Officer

TAB #4 ACTION: Medical Staff / Organizational Policies and Procedures

Kathleen Clanon, MD, Interim Chief Medical Officer

- Environment of Care Rounds
- Criteria for Prioritizing Patients
- Women’s Clinic Pre-Natal Vitamins
- Nurse Triage for Women’s Clinic
- Fire Procedure – Highland Campus
- Essential Supplies 96 Hours
- Guidelines for ER Disposition of Traumatic Activation Patients Without Injury
- Diet Manual & Policies
 - Accountability
 - After Noting meal service
 - Authority in Absence
 - Café Meal Service
 - Café Menu
 - Calibrating Thermometers
 - Calorie Count
 - Cleaner and Sanitizers
 - Cleaning Equipment
 - Color Coded Menus
 - Competency Assessment
 - Cracked Chipped
 - Cutting Boards
 - Dietitian Registration

- Discharge and Transfer
- Dishwashing Temperature
- Dispensing Nutrition Products
- Documentation Med Record
- Dress Code
- Emg Department Meal
- Enteral Nutrition
- Enteral Tube feeding Protocol
- Floor Pantry Cleaning
- Fluid Restrictions
- Temperature Control
- Temp Logs for Food
- Tray Service
- Use of Leftovers
- FNS Disaster Prep
- Discharge and Transfer
- FNS Infection Monitor
- FNS Labeling Dating
- FNS Pat & Family Education
- FNS Performance Improvement
- FNS Policies
- Food Safety
- Food Service HACCP
- Infection Control Plan
- In Service Education
- Interdepartmental
- Kosher Meal Service
- Maintenance of Logs Refrig Pantries
- Management of Food Refrigeration
- Multidisciplinary Care Plan
- Nursing and Nutrition Communication
- Nutrition Care Manual
- Nutrition Care Plan MNT protocol
- Nutrition Care Process (Screening Process Assessment) for Acute Care Patients
- Portion Control
- Patient Diet Orders
- Patient Menus
- Preventative Maintenance
- Proper Cooling of Foods
- Receiving
- Resident Nutrition Assessment
- Scope of Practice Dietitians
- Scope of Service FNS
- Tray Identification

- Alternative Medications Herbs Dietary Supplements
- Café Cash Handling and Reporting Procedure
- Catering
- Chilling of Milk
- Classification of Malnutrition
- Dented Cans
- Emergency Access to Kitchen
- Enteral HACCP
- Equipment Breakdown
- FNS Employee Safety Guidelines
- FNS Nutrition Screening and Assessment in the NICU
- FNS Patient Menu Changes & Food Substitutions
- FNS Vehicle Safety Checklist
- FNS Visitors – Unauthorized Persons
- FNS Hazardous Material Instruction and Communication
- FNS Hours of Service
- FNS Department Fire Safety
- FNS Employee Orientation
- Food Borne Illness
- Food Storage in the Nursing Units
- Gloves
- Guidelines for Nutrition Care Priorities – Adult
- HACCP Enteral Tube Feeding Program
- Handwashing
- Health Department Inspectors
- Infection Control Procedures for FNS
- Internal Cooking Temperature
- Isolation Trays
- JGPP Meal Trays
- Key Control
- Malnutrition
- Menu Analysis
- Monitoring of NPO Clear Liquid Diets
- Nutrition Care Process for Pediatric Patients
- Nutrition Screening for Outpatient Psychiatric Program
- Nutritional Care and Menu
- Ordering of Medical Nutrition Therapy
- Ordering of Non-Formulary Enteral Tube Feeding
- Outbreak of Food Borne Illness
- Outside Food for Patients
- Outside Food for Patients – SNF and Acute Rehab
- Palliative Nutrition Care
- Parenteral Nutrition Support
- Patient Nourishments
- Patient Profile Card

- Pediatric Nutrition Screening Assessment
- Procurement of Food Supplies
- Purchasing of Food Supplies
- Recipes
- Safety and Equipment Maintenance
- Sanitation Infection Control and Safety
- Trayline Times for Cook Serv

TAB #5 **REPORT: Medical Executive Committee**
Lyn Berry, MD, President, APMC Medical Staff

TAB #6 **REPORT: Chief Medical Officer**
Kathleen Clanon, MD, Interim Chief Medical Officer

TAB #7 **INFORMATION: Issue Tracking & Follow-up**
Barry Zorthian, MD, Chair, Quality Professional Services Committee
Kathleen Clanon, MD, Interim Chief Medical Officer

TAB #8 **REPORT: Legal Counsel’s Report on Action Taken in Closed Session**
Douglas B. Habig, General Counsel

Public Comments

Board of Trustees Remarks

ADJOURNMENT

Our Mission

Alameda County Medical Center is committed to maintaining and improving the health of all County residents, regardless of ability to pay. The Medical Center will provide comprehensive, high quality medical treatment, health promotion, and health maintenance through an integrated system of hospitals, clinics, and health services staffed by individuals who are responsive to the diverse cultural needs of our community. The Medical Center, as a training institution, is committed to maintaining an environment that is supportive of a wide range of educational programs and activities. Education of medical students, interns, residents, continuing education for medical nursing, and other staff, along with medical research, are all essential components of our environments.

Strategic Vision

Alameda County Medical Center will be recognized as a leading integrated health care system available to all residents of Alameda County. We will champion expansion of health care coverage and access to help reduce health disparities within the County's diverse communities.

Meeting Procedures

The Board of Trustees is the Policy Body of the Alameda County Medical Center. 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 ACMC 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.