



**Clinical Committee Meeting**  
**March 27, 2006, 12-2 pm**  
**City Hall, 1 Dr. Carlton B. Goodlett Place, Room 278**

**MINUTES**

Members in Attendance: Peg Strub, Marie Hoemke, Gloria Thornton  
Absent Members: Maria Elena Alioto, Karen Cohn  
Guests and Staff: Gail Herrick, Nan Madden, Anjali Nath, staff

Item	Meeting Notes/Decisions	Outcomes
<b>I</b>	<b>Welcome, Introductions &amp; Sign In</b> <b>Facilitator: Peg Strub      Timekeeper: none      Recorder: Anjali Nath</b>	
<b>II</b>	<b>Review Minutes, Agenda &amp; Set Time</b>	<b>Minutes approved</b>
<b>III</b>	<p><b>AE-C Certification</b></p> <p><b>Planning for Follow-up asthma interest group meeting</b>  Proposed for ½ day, should be built into work schedule – Mondays &amp; Tuesdays work  Need to be clear on what to fill the day with.  Offer CEs (via nurse educators) – ask Julie for assistance with RTs.  Tentative Date – Monday, October 16<sup>th</sup></p> <p><u>Potential Topics/Brainstorm:</u>  How to get your system to be more asthma-friendly (marking charts, labeling charts, access database)  Have participants share ideas, tools and resources  How to get spirometry going in your clinic – how to buy one, etc.  Give a CD with tips and Tools or develop one based on participant input  How to write an asthma action plan  Asthma Emergency Care Plans (Marie/Ardis) &amp; Practical Tips (Gail/Nan)  Allergy &amp; Allergic Rhinitis (Peg)  Drugs (Lisa Kroon)  Who to get involved at your facility?</p> <p><u>Agreements for October 16<sup>th</sup></u>  Save the date – Monday, October 16- Gail</p>	<p><b>Gail</b> will send out a save the date email for Monday Oct 16<sup>th</sup>  <b>Anjali</b> will draft email to have people rank ideas – send draft to Peg</p>

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	<p>Book a place – Potrero – Kaiser  Refreshments – figure out breakfast, coffee, refreshments, coffee break, lunch  Program –  Sessions – How to get your system to be more asthma friendly (marking charts, labeling charts, access database)  Who to target – specifically at facilities –  What do you need?  How are you doing asthma education – carve out time, how focus, resources  Lectures –  Practical Tips – step by step access – Gail, Nan and Peg  Spirometry??/asthma action plans/asthma emergency care plans/ practical applications  Addressing the special needs/high risk population  Pharmacy update</p>	
<p><b>IV</b></p>	<p><b>Website</b>  Building a Healthier SF website (part of Healthier Communities project) is underway – data and health specific for SF  Suggested that they host website as it is supposed to be a comprehensive website for Hospital Council has given \$150k  SB assessment on health of county will be on this site, resources, planning tools  SF would be the first major city to do this.</p> <p>Terry Giovannini from CPMC Community Assessments – contact</p> <p>Marie expressed that this would be a good way to pull entities together and move away from silos.</p> <p>Peg spoke with Lara from KP. Expecting letter from ATF</p>	<p><b>Anjali and Gloria</b> will send email to Lara re: website</p>
<p><b>VI</b></p>	<p><b>Asthma Emergency Care Plan folders (moved to first discussion item)</b>  Marie informed committee that folders are coming together and mock-up might be ready.</p>	<p><b>Anjali &amp; Marie</b> will touch base with Karen and see what’s going</p>

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<p>Ready to discuss distribution. Concerned that number of folders being produced by repro is only 200 (less than ½ of original request of 500). Requesting that numbers of folders not be reduced. Marie suggested that personal distribution will be most effective and has offered to personally distribute some. Who else can be messengers. Nan offered to take to SFGH staff and Shannon would send a letter to _____. Marie felt strongly that everyone should get these new folders, even those who received them through Blue Cross.</p> <p>Need:  Roster of distribution that needs to take place before mid-June.</p> <ul style="list-style-type: none"> <li>-Nan – SFGH</li> <li>-Peg- Kaiser Permanente</li> <li>-Blue Cross Health Plan</li> <li>Anjali – as needed</li> <li>Marie – SFUSD school nurses to contact some providers</li> </ul> <p>Tiers of distribution:  Haroon has list of who has already been contacted by Blue Cross (100+ providers) &amp; database of physicians who see children in SF  All clinics – should go to office managers  SFUSD Nurses (40)  SFHP Quality Nurse  Other providers who don't take MediCal who see kids - Karen &amp; Gloria discussed need to go through phone book and find all pediatricians</p> <p>Gail suggested that ideally to institutionalize process, school nurses should have these forms and initiate this process. All agreed that both the school and providers need to have the awareness of this because many schools are not made aware of students' health conditions.</p> <p>Marie informed that SFUSD is hiring school nurses.</p> <p>Ideally a long-term solution would be a written statement saying that it is a provider's responsibility to fill out these forms and inform schools of children's health conditions.</p>	<p>on with database in regards to distribution.</p> <p>Marie will help draft a script/talking Points for distribution. Gloria can assist and share BC's template.</p>
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	Talking Point suggestions: How to catch, convince, explain – some know Simplicity If you can figure out if	
<b>VII</b>	<b>Communications plan development</b> Nan informed that she is doing a video that introduces clients to the clinic. Will be useful and can be used for other purposes.	
<b>X</b>	<b><u>Next Meeting:</u></b> <b>Monday, May 22, 2006, 12-2pm, City Hall Rm 278</b>	

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