

Laguna Honda Executive Committee Minutes
Quality Council
6/5/2018

Attendees: Kate Durand, Quoc Nguyen, Elizabeth Dayrit Jennifer Carton-Wade, Vicky Lau, ChiaYu Ma, Loretta Cecconi, Peter Rosel, Garrett Chatfield, Janet Gillen, Vince Lee, Elizabeth Schindler, David Snyder, Angela Pownall-Elizalde, Karina Yip, Jacky Spencer-Davies, Chauncey Jackson, Diana Kenyon, Wilmie Hathaway

Co-chairs: Michael McShane and Mivie Hirose (Recorder)

<u>ITEM</u>	<u>DISCUSSION</u>	<u>ACTION</u>
CALL TO ORDER		Meeting called to order by Dr. McShane at 10:02am
Minutes Approval	No minutes to approve as the HICS Drill occurred during Quality Council meeting.	
Completed PI Storyboard: ID Badge Access	<p>The ID Badge Workgroup reviewed their completed A3 and PI Storyboard. Highlights included:</p> <ol style="list-style-type: none"> 1) aligning ID badge application, activation and deactivation with DPH P&P 2) assigning an approver for each work/location area 3) revising ID badge application form, with an expectation that HIPAA training is completed by all who are anticipated to be at patient care areas <p>The standard workflow, ID Badge application form and LHH policy and procedure are now in place.</p>	The Council thanked Chia, John Karina and Diana for working on this systemic change and improving the campus' policy on ID badge access.
Completed PI Storyboard: Room Readiness	<p>The Room Readiness A3 Team (as part of the Admissions Value Stream and the 3rd Kaizen) summarized their improvement efforts with the goal of preparing rooms within 24 hours. Interventions included:</p> <ol style="list-style-type: none"> 1) communicating to Environmental Services, Facility Services and Nursing when a room is vacant 2) utilizing a checklist to validate room readiness reviews to be completed by Environmental, Facility and Nursing Services 3) creating standard between the three departments to follow when a room is vacated 4) improving system for tracking low beds 5) addressing pillows shortages identified during the Kaizen <p>Today, all rooms are ready for admission within 24 hours of the room being vacated.</p>	The Council thanked Jacky, John, Diana, Chauncey for completing the Room Readiness Kaizen and following through for the past year in spreading the improvements hospital-wide.

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JCC Presentation Preview: 2018 SF Fellows Project- Designing a Visual Board for Nursing Huddles	<p>Quoc, on behalf of the three SF Fellows, presented the Fellows' project at Laguna Honda, which was to design a visual board for nursing huddles. The SF Fellows who selected to come to Laguna Honda to work on this project are: Monica Casanova, Ariel Bolingbroke, Emily Vontsolos.</p> <p>The SF Fellows collaborated with the Nursing Directors to create key dashboards that were identified as essential information to have during their daily morning huddle. Quoc showed the template to the Council. Dave asked if Rehabilitation Services and/or other departments can use same template/formula with different info to use as visual display/data management as part of their huddles also.</p>	<p>Quoc will work with the department heads who would like to use the visual board template and will connect with Dave.</p> <p>The Council congratulated and thanked the SF Fellows and Quoc in completing their project at Laguna Honda. This presentation will be an agenda item at the July 10 JCC meeting.</p>
California End of Life Options Act Annual Report Summary	<p>As requested by the JCC, Quality Council will review on an annual basis a summary of Laguna Honda activities related to the California End of Life Options Act P&P. The report provided is as follows:</p> <p># of Laguna Honda residents referred for implementation of the CA EOLOA P&P: zero residents</p> <p># of Laguna Honda residents prescribed aid-in-dying medication: zero residents</p>	<p>We will continue to calendar this report on an annual basis.</p>
Next Meeting	July 3, 2018, 10am	Meeting adjourned at 11 am.