

**Laguna Honda Executive Committee Minutes**  
**Quality Council**  
**1/2/18**

Attendees: Michelle Fouts, Kate Durand, Elizabeth Schindler, Peter Rosel, Arnulfo Medina, Vicky Lau, Quoc Nguyen, Garrett Chatfield, Donna Valencia

Co-chair: Dr. McShane

Guests: Heather Rudolph, Lisa Ender, Eleanor Ganibi

<b><u>ITEM</u></b>	<b><u>DISCUSSION</u></b>	<b><u>ACTION</u></b>
<b>CALL TO ORDER</b>		Meeting called to order at 10:03 A.M. by Dr. McShane
<b>December 5, 2017 Minutes Approval</b>	Meeting minutes reviewed for approval	December 5, 2017 minutes approved.
<b>PI STORYBOARD REVIEW: EMPLOYEE INJURY PREVENTION</b>	Kate Durand presented the storyboard review that demonstrated a decreased employee injury rate of 6.9% to 10.8/100 FTEs in 2016-2017 which exceeded our target of a 5% decrease to 11/100 FTEs. This was accomplished by further analysis and focused improvement projects; education and awareness; and involving employees in prevention.	Next steps: <ol style="list-style-type: none"> <li>1. The resident handling A3 will be continued through the next year with a focused effort on reducing this type of injury, which is our most common.</li> <li>2. Develop visual tools to post in departments and neighborhoods displaying injury statistics for the area.</li> <li>3. Continue to track injury data to ensure we continue to trend toward our true north metric of zero recordable employee injuries.</li> </ol>
<b>PI STORYBOARD REVIEW: EMPLOYEE FALLS PREVENTION</b>	Kate Durand presented the storyboard review that demonstrated a 15% decrease in the total number of falls and a 23% decrease in recordable injuries caused by falls from 2015-2016. This was accomplished by reminding leadership forum to submit work orders for fall hazards; reminding kitchen staff to clean up spills during daily huddles; reminding staff of fall prevention strategies in WSEM newsletter; advising nursing staff to promptly clean up body fluids as part of health and safety training; developing standard work for nursing requests for EVS assistance in spill cleanup	Next steps: <ol style="list-style-type: none"> <li>1. 5S and bed cord management in the neighborhoods; installing signs for uneven terrain on the campus; and improving availability of wet floor signs throughout the facility.</li> <li>2. WSEM staff will continue to track falls injury data to ensure we are on track to meet goals for 2017-2018.</li> </ol>
<b>EHR COHORT #3 PRESENTATION OF A3s</b>	The A3 presentations and catchball were as follows: <ol style="list-style-type: none"> <li>1. Optimizing Efficiency for Plan of Care Submission to MD by Lisa Ender and Eleanor Ganibi</li> <li>2. Rehabilitation Documentation Integrity across the San Francisco Health Network by Heather Rudolph</li> </ol>	Quality Council thanked Quoc, Michelle and the Strategic Performance Management Team for their efforts and congratulated Cohort #3 participants. Next steps: <ol style="list-style-type: none"> <li>1. Cohort #3 participants will a) revise A3s based on feedback and recommendations given in today's meeting and b) continue to complete their A3s</li> </ol>
<b>NEXT MEETING</b>	February 6, 2018	Meeting adjourned at 10:54 A.M.