

Mangum Regional Medical Center
Medical Staff Meeting
February 17, 2022

MEMBERS PRESENT:

John Chiaffitelli, DO, Medical Director
William Gregory Morgan, III, MD

Absent:

Guest:

ALLIED HEALTH PROVIDER PRESENT:

Mary Barnes, APRN
David Arles, APRN
Tiffany Forster, APRN

NON-MEMBERS PRESENT:

Chelsea Church, PhD
Dale Clayton, CEO
Daniel Coffin, CCO
Denise Jackson, RN, Quality Director
Chasity Howell, RN, Utilization Review
Lynda James, LPN, Drug Tech
Kaye Hamilton, Medical Staff Coordinator

1. Call to order
 - a. The meeting was called to order at 12:04 pm by Dr. John Chiaffitelli, Medical Director.
2. Acceptance of minutes
 - a. The minutes of the January 20, 2022, Medical Staff Meeting were reviewed.
i.Action: Dr. Chiaffitelli, Medical Director, made a motion to approve the minutes.
3. Unfinished Business
 - a. None
4. Report from the Chief Executive Officer
 - a. CEO report – Dale Clayton, CEO
Region 3 Merc briefings are continuing

- Leadership continues to update staff and providers regarding new policies and regulations pertaining to Covid-19.
- Covid continues to be a concern however cases appear to be decreasing.
- Hospital Staff and Operations Overview
 - Patient care continues to be outstanding.
 - Open positions include RT, CNA, LPN, and RN.
 - Recently hired local core staff AP
 - Recently hired a core LPN with a start date of 3/15/22.
 - Tiffany Forster, APRN start date for the Mangum Family Clinic is 2/7/2022.
 - Covid equipment installations to date. GE Ultrasound, GE Portable X-Ray, GE X-Ray, Spacelabs Telemetry system in process, Electrical Upgrades in process, Tytocare Telehealth, Critical Alert Nurse call system, Apex Med Gas Headboards in process. Expecting new GE 64 slice CT soon.
 - Our average daily census is currently 13.6.
 - Emergency Department assisted 187 patients.
 - Employees continue to receive free meals thanks to Cohesive.
 - A Marketing Plan is under development with a strong focus on Social Media.
- Contracts, Agreements and Appointments to be presented to the Governing Board:
 - AirEvac Agreement
 - Check signature process
 - Audit Agreement
 - Employee Bonuses
 - Organogenesis Agreement
 - PharmaForce Agreement
 - McKesson Agreement
 - Oklahoma Hospital Association membership dues for 2022
 - BKD 2021 Cost Report preparation agreement
Written report remains in the minutes.

5. Committee / Departmental Reports

a. Medical Records

- i. Written report remains in the minutes.

a. Nursing

Excellent Patient Care

- Monthly Education topics included: Implementation of the Spacelab Telemetry System.

- MRMC continued installation of the New Critical Alert Call System.
- MRMC also continued installation and inspections of the new Head Wall Systems.
- Patients continue to rely on MRMC as their local hospital. Patient days decreased from 422 days in December to 420 days in January. This represents an average daily census of 13.6. In addition, MRMC Emergency Department provided care to 187 patients in January.
- January COVID-19 Stats at MRMC: Swabs (133-PCR & 282-Antigen) with 47 Positive PCR & 90 Positive Antigen.

Preserve Rural Jobs

- Open Positions include Full Time RT, RN, LPN and CNA.
- MRMC has new updates to the Core Staff! Local LPN and CNA hired!
- For the clinical team MRMC continues to pursue core staff members from the area.
- Recruiting efforts included posting of positions on mangumregional.net and Facebook as well as indeed.
- Incentive Bonuses for Core Staff are now equal to those of agency staff.

Written report remains in minutes.

c. Infection Control

- New Business:
 - a. No new business.
- Data:
 - a, N/A
- Policy & Procedures:
 - a. N/A
- Education/In Services
 - a. Staff Education – N95 Mask Guidance – Continue on spot education as well as staff training.
- Updates: No updates at this time.
- Annual Items:
 - a. N/A
- Any additional recommendations from committee:
 - a. N/A

Written report remains in minutes.

d. Environment of Care and Safety Report

- i. Evaluation and Approval of Annual Plans –
- i.i. Old Business - -
 - a. Evaluation and approval of Annual Plans-Plans will be presented in January meeting.

Continuing to work on the building. Flooring in Nurses break area and Med Prep room – Rescheduled - additional tile will need to be ordered. New oxygen/suction headwall needed in ER1, Apex completed site visit 2-25-2021 – Quote Received 3-15-2021 – Purchase Request Completed 4-12-2021 ticket # 36447593- Approved -Headwall ordered 5-31-2021– orders were delayed – installation scheduled for first part of November – Installation will begin in November 15th - - Headwall installed 12-9-2021— needs piping rerouted to complete installation.

- b. 15 AMP Receptacles – all 15 AMP Receptacles will be replaced with 20 AMP Receptacles throughout Hospital – replacement has started.
- c. Ceiling in SW Room of Lab needs repaired.
- d. Replace all receptacles on generator circuit at Clinic with red receptacles.
- e. Glass on double door of main hall cracked – Glass ordered.
- f. New dish machine will be installed 11-10-2021- Installation complete 11-13-2021
- g. Glass on west hallway entry cracked- glass cut needs installed
- h. Sanitizer in hopper sinks when cleaning the area – implemented 12-20-2021

i.i. New Business

- a. ER Provider Office flooring needing replaced.
- b. Stained ceiling tile in ER needing replaced.
- c. Sink surround in ER restroom is needing repaired.
- d. Appoint Safety Officer for 2022.

Written report remains in minutes.

e. Laboratory

- i. Tissue Report – Approved – January, 2021
- i.i. Transfusion Report – Approved – January, 2021

f. Radiology

- i. There was a total of – 264 X-Rays/CT/US

- i.i. Nothing up for approval

i.i.i. Updates:

- o New CT will be arriving 2/22. De-install of old CT is planned for 2/21.

Written report remains in minutes.

g. Pharmacy

- i. Verbal Report by Pharmacist.

- i.i. Reviewing the Formulary to be presented for approval at next P&T Committee Meeting

- i.i.i. Clinimix is on backorder.

- i.v. Saline flushes are still on backorder.

- h. Physical Therapy
 - i. No report.
- i. Emergency Department
 - i. No report
- j. Quality Assessment Performance Improvement Risk
 - Risk Management
 - 1. Complaints – 0
 - 2. 1 Fall with no injury
 - 3. 1 Fall with minor injury
 - 4. Death – In Patient 4 (11%)
Emergency Department 0 (0%)
 - 5. AMA/LWBS – 1/1
 - Quality
 - Quality Minutes from previous month included as attachment.
 - Policy Revisions:
Enteral Tube Management Policy
Compliance Policy & Procedures Manual
2021 Annual Infection Control Risk Assessment & Infection Control Program Evaluation
 - HIM – H&P – Completion 39/40 = 98%. Discharge Summary – Completion 31/37 = 84%
 - Med event – 7
 - Afterhours access was unable to report at this time due to computer issues.
 - Compliance
Written report remains in minutes.

- k. Utilization Review
 - i. Total Patient days for January: 420
 - i.i. Total Medicare days for January: 366
 - i.i.i. Total Medicaid days for January: 8
 - i.v. Total Swing Bed days for January: 334
 - v. Total Medicare SB days for December: 316
- Written report remains in the minutes.

Motion made by Dr. John Chiaffitelli, Medical Director to approve Committee Reports.

6. New Business

- a. Review & Consideration of Approval of Policy: Enteral Tube Management Policy

- i. **Motion:** made by Dr. Chiaffitelli to approve Policy: Enteral Tube Management Policy.
 - b. Review & Consideration of Approval of Table of Contents: Compliance Policies Table of Contents
 - i. **Motion:** made by Dr. Chiaffitelli to approve Policy - Compliance Policies Table of Contents.
 - c. Review & Consideration of Approval of Appendix A: Appendix A – Compliance Laws and Rules
 - i. **Motion:** made by Dr. Chiaffitelli to approve Appendix A – Compliance Laws and Rules
 - d. Review & Consideration of Approval of Appendix B: Agencies and Resources
 - i. **Motion:** made by Dr. Chiaffitelli to approve Appendix B: Agencies and Resources.
 - e. Review & Consideration of Approval of Appendix C: Terms and Definitions
 - i. **Motion:** made by Dr. Chiaffitelli to approve Appendix C: Terms and Definitions
 - f. Review & Consideration of Approval of Appendix D: Quarterly Compliance
 - i. **Motion:** made by Dr. Chiaffitelli to approve Appendix D: Quarterly Compliance.
 - g. Review & Consideration of Approval of Appendix E: Annual Compliance Risk Assessment
 - i. **Motion:** made by Dr. Chiaffitelli to approve Appendix E: Annual Compliance Risk Assessment.
 - h. Review & Consideration of Approval of Appendix F: Compliance Work Plan
 - i. **Motion:** made by Dr. Chiaffitelli to approve Appendix F: Compliance Program Work Plan
 - i. Review & Consideration of Approval of Plan Policy: Compliance Program and Plan Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Compliance Program and Plan Policy.
 - j. Review & Consideration of Approval of Policy: Compliance Officer Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Compliance Officer Policy.
 - k. Review & Consideration of Approval of Policy: Compliance Committee Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Compliance Committee Policy.
 - l. Review & Consideration of Approval of Policy: Governing Board Role Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Governing Board Role Policy
 - m. Review & Consideration of Approval of Policy: Annual Review of Compliance Program Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Annual Review of Compliance Program Policy
 - n. Review & Consideration of Approval of Policy: Compliance Hotline Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Compliance Hotline Policy.
 - o. Review & Consideration of Approval of Policy: Non-Retaliation Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Non-Retaliation Policy.
 - p. Review & Consideration of Approval of Policy: Business Associates and Contract Agreements Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Business Associates and Contract Agreements Policy.
 - q. Review & Consideration of Approval of Policy: Compliance Investigation Response Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Compliance Investigation Response Policy

- r. Review & Consideration of Approval of Policy: Billing Compliance Responsibilities Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Billing Compliance Responsibilities Policy
- s. Review & Consideration of Approval of Policy: Entertainment and Gifts Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Entertainment and Gifts Policy.
- t. Review & Consideration of Approval of Policy: Compliance Education Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Compliance Education Policy.
- u. Review & Consideration of Approval of Policy: Communication About Compliance Issues Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Communication About Compliance Issues Policy.
- v. Review & Consideration of Approval of Policy: Auditing and Monitoring Policy
 - i. **Motion:** made by Dr. Chiaffitelli to approve Auditing and Monitoring Policy.
- w. Review & Consideration of Approval of Form: Compliance Program Initiation Form
 - i. **Motion:** made by Dr. Chiaffitelli to approve Compliance Program Initiation Form.
- X. Review & Consideration of Approval of Form: Compliance Officer Appointment Form
 - i. **Motion:** made by Dr. Chiaffitelli to approve Compliance Officer Appointment Form.
- y. Review & Consideration of Approval of Form: Quarterly Compliance Committee Member Certification Form
 - i. **Motion:** made by Dr. Chiaffitelli to approve Quarterly Compliance Committee Member Certification Form.
- z. Review & Consideration of Approval of Form: Annual Review and Evaluation of the Compliance Program Form
 - i. **Motion:** made by Dr. Chiaffitelli to approve Annual Review and Evaluation of the Compliance Program Form.
- aa. Review & Consideration of Approval of Sign: Compliance Hotline Post Sign
 - i. **Motion:** made by Dr. Chiaffitelli to approve Compliance Hotline Post Sign.
- bb. Review & Consideration of Approval of Form: Business Associates Contract Review and Evaluation Form
 - i. **Motion:** made by Dr. Chiaffitelli to approve Business Associates Contract Review and Evaluation Form.
- cc. Review & Consideration of Approval of Log: Business Associates and Contract Log
 - i. **Motion:** made by Dr. Chiaffitelli to approve Business Associates and Contract Log.
- dd. Review & Consideration of Approval of Form: Employee Compliance Complaint Form
 - i. **Motion:** made by Dr. Chiaffitelli to approve Employee Compliance Complaint Form.
- ee. Review & Consideration of Approval of Form: Investigation and Response Form
 - i. **Motion:** made by Dr. Chiaffitelli to approve Investigation and Response Form.
- ff. Review & Consideration of Approval of Log: Investigation and Response Log
 - i. **Motion:** made by Dr. Chiaffitelli to approve Investigation and Response Log.
- gg. Review & Consideration of Approval of Summary: Disposition and Complaint Summary
 - i. **Motion:** made by Dr. Chiaffitelli to approve Disposition and Complaint Summary.
- hh. Review & Consideration of Approval of Notice: Administrative Leave Notice
 - i. **Motion:** made by Dr. Chiaffitelli to approve Administrative Leave Notice.
- ii. Review & Consideration of Approval of Log: Non-Monetary Compensation & Gift Log
 - i. **Motion:** made by Dr. Chiaffitelli to approve Non-Monetary Compensation & Gift Log
- jj. Review & Consideration of Approval of Form: Vendor Promotional Training Approval Form
 - i. **Motion:** made by Dr. Chiaffitelli to approve Vendor Promotional Training Approval Form.

- kk. Review & Consideration of Approval of Form: Approval of Gifts in Recognition of Volunteer Efforts Form
 - i.Motion:** made by Dr. Chiaffitelli to approve Approval of Gifts in Recognition of Volunteer Efforts Form.
- ll. Review & Consideration of Approval of Form: Compliance Education Verification Form
 - i.Motion:** made by Dr. Chiaffitelli to approve Compliance Education Verification Form.
- mm. Review & Consideration of Approval of Form: Auditing and Monitoring Form
 - i.Motion:** made by Dr. Chiaffitelli to approve Auditing and Monitoring Form.
- nn. Review & Consideration of Approval of Survey: Compliance Survey Hospital Staff
 - i.Motion:** made by Dr. Chiaffitelli to approve Compliance Survey Hospital Staff.
- oo. Review & Consideration of Approval of Evaluation: 2021 Annual Infection Control Risk Assessment & Infection Control Program Evaluation.
 - i.Motion:** made by Dr. Chiaffitelli to approve 2021 Annual Infection Control Risk Assessment & Infection Control Program Evaluation.

7. Adjourn

- a. Dr. Chiaffitelli made a motion to adjourn the meeting at 12:21 pm.

Medical Director/Chief of Staff

Date