

Mangum Regional Medical Center  
Medical Staff Meeting  
Thursday  
September 19, 2024

MEMBERS PRESENT:

John Chiaffitelli, DO, Medical Director  
Laura Gilmore, MD  
Sonja Langley, MD  
Absent:  
Guest:

ALLIED HEALTH PROVIDER PRESENT:

NON-MEMBERS PRESENT:

Kelley Martinez, RN, CEO  
Meghan Smith, RN, Infection Preventionist  
Denise Jackson, RN, Quality  
Chasity Howell, RN – Utilization Review  
Lynda James, LPN, Pharmacy Tech

1. Call to order
  - a. The meeting was called to order at 12:03 pm by Dr. John Chiaffitelli, Medical Director.
2. Acceptance of minutes
  - a. The minutes of the August 22, 2024, Medical Staff Meeting were reviewed.  
**i.Action:** Dr. Chiaffitelli, Medical Director, made a motion to approve the minutes.
3. Unfinished Business
  - a. Review & Consideration of Approval of Policy & Procedure: MRMC EOC – Policy & Procedure – 301 Generator Policy  
**i.Motion:** Dr Chiaffitelli, Medical Director, made a motion to approve to Retire – EOC – Policy & Procedure – 301 Generator Policy.
  - b. Review & Consideration of Approval of Policy & Procedure: MRMC EOC – Policy & Procedure – 302 HVAC Policy  
**i.Motion:** Dr Chiaffitelli, Medical Director, made a motion to approve to Retire – EOC – Policy & Procedure – 302 HVAC Policy.
  - c. Review & Consideration of Approval of Policy & Procedure: MRMC EOC – Policy & Procedure – 303 – Medical Gasses Policy  
**i.Motion:** Dr Chiaffitelli, Medical Director, made a motion to approve to

Retire – EOC – 303 – Medical Gasses Policy..

- d. Review & Consideration of Approval of Policy & Procedure: MRMC  
EOC – Policy & Procedure – 305 – Electrical Wiring Policy

**i.Motion:** Dr Chiaffitelli, Medical Director, made a motion to approve to  
Retire – EOC – 305 – Electrical Wiring Policy.

4. Report from the Chief Executive Officer

- a. Sports physicals continue to take place at our clinic until mid-September.

o Operations Overview

- o The grant we applied for looks promising, but we are still Awaiting the final from Oklahoma Department of Transportation.
- o Patient rounds continue to provide positive feedback from our patients.
- o Looking at clinic collections for August we collected a total of \$2,493.17 up from \$2,032.18 at time of service.
- o The hospital collected \$9,759 in copays and collections for the month of August.
- o There is currently no update on the roof.
- o We recently filled our open positions in plant operations, Environmental services, and dietary.
- o We must continue to work on our PMP documentation.
- o We must also ensure we are following up on pending labs since we have a new reference lab, we are diligently watching the return of our “patients” labs.

Written report remains in the minutes.

5. Committee / Departmental Reports

- a. Medical Records

1. No report this month

- b. Nursing

Patient Care

- MRMC Education included:
  1. Nursing documentation/updates are communicated to nursing staff weekly.
  2. With an uptick in Covid cases, Flu, and RSV cases, nursing staff reminded to be cautious with any patient presenting with symptoms.
- MRMC Emergency Department reports 0 patients Left Without Being Seen (LWBS).
- MRMC Laboratory reports 0 contaminated blood culture set(s).

- MRMC Infection Prevention reports 0 CAUTI.
- MRMC Infection Prevention report 0 CLABSI.
- MRMC Infection Prevention reports 0 HAI, or 0 MDRO for the month of August.

#### Client Service

- Total Patient Days decreased with 343 patient days in August 2024 as compared to 327 patient days in July 2024. This represents an average daily census of 11.1. In addition, MRMC Emergency Department provided care to 144 patients in August 2024.
- MRMC Case Management reports 28 Total Admissions for the month of August 2024.
- August 2024 COVID-19 Stats at MRMC: Swabs (0 PCR & 44 Antigen) with 7 Positive.

#### Preserve Rural Jobs

- Planning for nursing skills fair has begun, scheduled for early October 2024.
- MRMC has LPN position and we are transitioning to a House Supervisor structure instead of a charge nurse. RN positions are posted to fill these positions. MRMC hired a new CNA and she is orienting this month.
- Patients continue to voice their praise and appreciation for the care received at MRMC. We continue to strive for excellence and improving patient/community relations.

Written report remains in minutes.

#### c. Infection Control

- Old Business
  - a. None
- New Business
  - a. N/A
- Data:
  - a. N/A
- Policy & Procedures Review:
  - a. N/A
- Education/In Services
  - a. Monthly EPIC meeting for IP education.
  - b. Weekly Call with Corp. IP.
  - c. Weekly Lunch and Learns.
  - d. Staff education
- Updates: Employees are offered flu shots through the influenza vaccine program. Twenty-Seven annual Fit tests completed.
- Annual Items:
  - a. Completed March 2023
  - b. ICRA approved by Board March, 2024.

- c. 1 ICRA for July 2024 – Flooring in central stores completed. Written report remains in the minutes.
  - d. Environment of Care and Safety Report
    - i. Evaluation and Approval of Annual Plans –
      - i.i. Old Business - -
        - a. Chrome pipe needs cleaned and escutcheons replaced on hopper in ER- could not replace escutcheons due to corroded piping in wall – capped off leaking pipe under the floor to stop leak – hopper will be covered – remodel postponed.
        - b. ER Provider office flooring needing replaced. Tile is onsite.- remodel is postponed.
        - c. EOC, EM and Life Safety Plans will be evaluated and approved in the September EOC meeting.
      - i.i.i. New Business
        - a. Evaluate, Approve or Eliminate Plans:
          - Approve Life Safety Plans – LSP-002 and LSP-003 – 1<sup>st</sup> HL – 2<sup>nd</sup> CH
          - Approve EOC Plans – LS-301, LS-302, LS-303 and LS-305 1<sup>st</sup> BG - 2<sup>nd</sup> NW
          - Eliminate EOC Plan – LS-306 - 1<sup>st</sup> CH - 2<sup>nd</sup> NW
    - Written report remains in minutes.
- e. Laboratory
  - i. Tissue Report – None – August, 2024 – Approved
  - i.i. Transfusion Report – August, 2024 – Approved
  - Written report remains in minutes.
- f. Radiology
  - i. There was a total of – 200 X-Rays/CT/US
  - i.i. Nothing up for approval
  - i.i.i. Updates:
    - o PM completed on US 8-27-2024
  - Written report remains in minutes.
- g. Pharmacy
  - i. Verbal Report by PharmD.
  - i.i. P & T Committee Meeting – P&T Committee Meeting was held on September 05, 2024. The next P&T Committee Meeting will be held in December, 2024.
  - i.i.i. Sterile Cipro IV and Levaquin 750mh IV has been added to the shortage list.
  - Written report remains in the minutes.
- h. Physical Therapy
  - i. No report.

- i. Emergency Department
  - i. No report
  
- j. Quality Assessment Performance Improvement Risk
  - Risk Management
    - Grievance – June – 0
    - Grievance – July – 0
    - Fall with no injury – June – 3
    - Fall with no injury – July – 1
    - Fall with minor injury – June – 0
    - Fall with minor injury – July – 1
    - Fall with major injury – June – 0
    - Fall with major injury – July – 0
    - Death – June – 5
    - Death – July – 1
    - AMA/LWBS – June – AMA – 3
    - AMA/LWBS – July – AMA – 1
  
  - Quality
    - Quality Minutes
  
  - HIM – H&P – H&P completion – June – 95%
    - Progress Note completion – June – 100%
    - H&P – H&P completion – July – 92%
    - Progress Note completion – July – 100%
  - Med event – June – 1
  - Med event – July – 2
  - After hours access was – June – 100%
  - After hours access was – July – 74
  - Compliance

Written reports remain in the minutes.

- k. Utilization Review
  - i. Total Patient days for July: 327
  - i.i. Total Medicare days for July: 263
  - i.i.i. Total Medicaid days for July: 0
  - iv. Total Swing Bed days for July: 290
  - v. Total Medicare SB days for July: 237

Written report remains in the Minutes.

Motion made by Dr. John Chiaffitelli, Medical Director to approve Committee Reports for August, 2024.

## 6. New Business

- a. Review & Consideration of Approval of Policy & Procedures: MRMC – HIPAA Manual – Table of Contents is Attached
  - i.Motion:** made by John Chiaffitelli, DO, Medical Director, to approve MRMC – HIPAA Manual – Table of Contents is Attached.
- b. Review & Consideration of Approval of a Form: MRMC – Dietary Manual - Table of Contents is Attached
  - i.Motion:** made by John Chiaffitelli, DO, Medical Director, to approve MRMC – Dietary Manual – Table o Contents is Attached.
- c. Review & Consideration of Approval of Policy & Procedure: MRMC – Employee Health Manual - Table of Contents Attached
  - i.Motion:** made by John Chiaffitelli, DO, Medical Director, to approve MRMC – Employee Health Manual – Table of Contents Attached.
- d. Review & Consideration of Approval of Skills Competency: MRMC – Radiology Technician Skills Competency
  - i.Motion:** made by John Chiaffitelli, DO, Medical Director, to approve MRMC – Radiology Technician Skills Competency.
- e. Review & Consideration of Approval of Policy & Procedure: MRMC – Informed Consent for IV Contrast Procedures
  - i.Motion:** made by John Chiaffitelli, DO, Medical Director, to approve MRMC – . Informed Consent for IV Contrast Procedures.
- f. Review & Consideration of Approval of a Form: MRMC – Contrast Extravasation Instructions Form
  - i.Motion:** made by John Chiaffitelli, DO, Medical Director, to approve MRMC – Contrast Extravasation Instructions Form.
- g. Review & Consideration of Approval of a Consent: MRMC – Diagnostic Imaging – Pregnancy Consent
  - i.Motion:** made by John Chiaffitelli, DO, Medical Director, to approve MRMC – Diagnostic Imaging – Pregnancy Consent.
- h. Review & Consideration of Approval of Policy & Procedure: MRMC – RAD001 Radiology Services and Staff Revised
  - i.Motion:** made by John Chiaffitelli, DO, Medical Director, to approve MRMC – RAD001 Radiology services and Staff Revised.
- i. Review & Consideration of Approval Table of Contents: MRMC – Radiology Table of Contents
  - i.Motion:** made by John Chiaffitelli, DO, Medical Director, to approve MRMC – Radiology Table of Contents.
- j. Review & Consideration of Approval of IV Contrast Administration: MRMC – RAD006 Radiology IV Contrast Administration
  - i.Motion:** made by John Chiaffitelli to approve MRMC – RAD006 Radiology IV Contrast Administration.
- k. Review & Consideration of Approval of Policy & Procedure: MRMC – RAD010 Radiology Pregnant Patients Policy
  - i.Motion:** made by John Chiaffitelli to approve MRMC – RAD010 Radiology Pregnant Patients Policy.
- l. Review & Consideration of Approval of the Table of Contents: MRMC – Materials Management Table of Contents

- i.Motion:** made by John Chiaffitelli to approve of the Table of Contents: MRMC Materials Management Table of Contents.
- m. Review & Consideration of Approval of Policy & Procedure: MRMC – FMMD-001  
**i.Motion:** made by John Chiaffitelli to approve MRMC – FMMD-001 Materials Management Purchasing Policy.
- n. Review & Consideration of Approval of a Form: MRMC – FMMD-002 In Use Product Evaluation Form  
**i.Motion:** made by John Chiaffitelli to approve MRMC – FMMD-002 In Use Product Evaluation Form.
- o. Review & Consideration of Approval of a Form: MRMC – FFMD-003 Materials Management Stores Requisition Form  
**i.Motion:** made by John Chiaffitelli to approve MRMC – FFMD-003 Materials Management Stores Requisition Form.
- p. Review & Consideration of Approval of a Log: MRMC – FMMD-005 Materials Management Product Recall Log  
**i.Motion:** made by John Chiaffitelli to approve MRMC – FMMD-005 Materials Management Product Recall Log.
- q. Review & Consideration of Approval of Policy & Procedure: MRMC – MMD-007 Management Stock Rotation Policy  
**i.Motion:** made by John Chiaffitelli to approve MRMC – MMD-007 Management Stock Rotation Policy.
- r. Review & Consideration of Approval of Policy & Procedure: MRMC – MMD-012 Management Recalls Final Policies  
**i.Motion:** made by John Chiaffitelli to approve MRMC – MMD-012 Management Recalls Final Policies.
- s. Review & Consideration of Approval to Retire Policies: MRMC – Approval to Retire the following Policies: EOC – Policy & Procedure – 301 Generator Policy; EOC - Gasses Policy; EOC – Policy & Procedure – 304 EESE; EOC – Policy & Procedure - 305 Electrical Wiring Policy.  
**i.Motion:** made by John Chiaffitelli to approve MRMC – Approval to Retire the following EOC – Policies & Procedures; - 301 Generator Policy, 302 HVAC Policy, 303 Medical Gasses Policy, 304 EESE and Policy 305 Electrical Wiring.

## 7. Adjourn

- a. Dr Chiaffitelli made a motion to adjourn the meeting at 12:25 pm.

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Medical Director/Chief of Staff

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Date

