

AGENDA

NORTHERN INYO HEALTHCARE DISTRICT BOARD OF DIRECTORS REGULAR MEETING

January 18, 2017 at 5:30 p.m.

In the Northern Inyo Hospital Board Room at 2957 Birch Street, Bishop, CA

1. Call to Order (at 5:30 pm).
2. At this time persons in the audience may speak on any items not on the agenda on any matter within the jurisdiction of the District Board. *(Members of the audience will have an opportunity to address the Board on every item on the agenda. Speakers are limited to a maximum of three minutes each.)*

Consent Agenda (action items)

3. Approval of minutes of the December 14, 2016 regular meeting
 4. Financial and Statistical reports for November 2016
 5. 2013 CMS Validation Survey Monitoring, January 2017
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6. Workforce Experience Committee Report *(information item)*.
 7. Patient Experience Committee Report *(information item)*.
 8. Chief of Staff Report; Joy Engblade, MD
 - A. Policies/Procedures/Protocols/Order Set approvals *(action items)*:
 - *Management of Discharge Disputes from Medicare Patients*
 - *Utilization Review Plan* (annual approval)
 - *Pitocin Administration* (superseding: *Pitocin Induction or Augmentation of Labor*)
 - *Certified Nurse Midwife Standardized Procedures*
 - *Procedural Sedation*
 - *Patient Restraints (Behavioral and Non-Behavioral)* – Addition of Safety Vests
 - *Swing Bed Patient Restraints* – Addition of Safety Vests
 - B. Medical Staff Appointments/Privileging *(action items)*:
 - Jennifer McKinley, PA-C *(RHC Family Practice)*
 - C. Focused Professional Practice Evaluation (FPPE) – Recommendation Form *(action item)*:

- Amy Saft, CRNA (Nurse Anesthesia) – Recommendation for completion of FPPE based on six proctored cases and discussion with peers
9. Hospital Wide Policy and Procedure annual approvals (*action items*); Attachment A to agenda.
 10. Old Business
 - None
 11. New Business
 - A. Collaboration with Ridgecrest Hospital on review of Electronic Health Record/s (*action item*).
 - B. Occupational Health Clinic (*action item*).
 - C. BUHS School Clinic (*action item*).
 - D. Options for expansion of physician recruiting (*action item*).
 - E. Healthcare Cost Solutions audit results and agreement (*action item*).
 - F. Nursing Department Policy and Procedure approvals (*action items*):
 1. *Community Skills Session; Reservation, No Show or Cancellation Policy*
 2. *Cross-Training RN Staff*
 3. *Orientation-Cross Training Time Frame*
 4. *Nursing Assessment and Reassessment*
 - a. *Nursing Assessment Reassessment Chart Time Frames*
 5. *Nursing Care Plan*
 - G. Reach Air Medical/Services Agreement (*action item*).
 12. Reports from Board members (*information items*).
 13. Adjournment to closed session to/for:
 - A. Hear reports on the hospital quality assurance activities from the responsible department head and the Medical Staff Executive Committee (*Section 32155 of the Health and Safety Code, and Section 54962 of the Government Code*).
 - B. Confer with Legal Counsel regarding pending and threatened litigation, existing litigation and significant exposure to litigation (*pursuant to Government Code Section 54956.9*).
 - C. Confer with Legal Counsel regarding pending and threatened litigation, existing litigation and significant exposure to litigation, 2nd case (*pursuant to Government Code Section 54956.9*).
 - D. Confer with Legal Counsel regarding pending and threatened litigation, existing litigation and significant exposure to litigation, 3rd case (*pursuant to Government Code Section 54956.9*).
 - E. Discuss trade secrets, new programs and services (estimated public session date for

discussion yet to be determined) (*Health and Safety Code Section 32106*).

G. Discussion of a personnel matter (*pursuant to Government Code Section 54957*).

14. Return to open session and report of any action taken in closed session.

15. Adjournment.

In compliance with the Americans with Disabilities Act, if you require special accommodations to participate in a District Board meeting, please contact administration at (760) 873-2838 at least 48 hours prior to the meeting.

ATTACHMENT A

POLICY AND PROCEDURE APPROVALS LIST

JANUARY 2017

**POLICIES TO THE BOD
DIAGNOSTIC SERVICES**

POLICIES TO THE BOARD			
DIAGNOSTIC SERVICES			
	TITLE	TO BOD	APPROVED
1	MRI SAFETY MANUAL	1/18/2017	
	a) Magnetic Resonance Imaging (MRI) Gadolinium Injection P&P	1/18/2017	
	b) DI - MRI Safety - Magnet Room Safety	1/18/2017	
	c) DI - MRI Safety - Ear Protection	1/18/2017	
	d) Anxiolysis in the MRI Unit	1/18/2017	
2	RADIATION SAFETY MANUAL	1/18/2017	
	a) ALARA Program	1/18/2017	
	b) Dosimetry Program - Occupational Radiation Exposure Monitoring Program	1/18/2017	
	c) Responsibilities and Duties of Radiation Safety Officer	1/18/2017	
	d) Radiation Safety Committee	1/18/2017	
	e) Responsibilities and Duties of Radiation Safety Committee (RSC)	1/18/2017	
	f) Emergency Response Procedures	1/18/2017	
	g) Emergency Call List	1/18/2017	
	h) Radiology Equipment Registration	1/18/2017	
	i) Radioactive Materials Training for Ancillary Staff	1/18/2017	
	j) Department Specific New/Annual Employee Orientation	1/18/2017	
	k) Radiology Personnel Orientation/Annual Review	1/18/2017	
	l) Radiology Personnel Certification	1/18/2017	
	m) Patient Radiation Exposure	1/18/2017	
	n) Protective Clothing Storage	1/18/2017	
	o) Pregnant Personnel	1/18/2017	
	p) Fluoroscopic Unit Monitoring	1/18/2017	
	q) Safe Use of C-Arms	1/18/2017	
	r) Mobile Radiography	1/18/2017	

**POLICIES TO THE BOD
DIETARY**

POLICIES TO THE BOARD				
DIETARY DEPT.				
	TITLE	TO BOD	APPROVED	COMMENTS
1	Cleaning and Washing of Dishes and other utensils	1/18/2017		
2	Cooling Potential Hazardous Foods	1/18/2017		
3	Dietary Dept. Refrigerator and Freezer Temperature Alarms	1/18/2017		
4	Dietary Dress, Health and Safety Policies	1/18/2017		
5	Dietary Refrigerator/Freezer Temperature Monitoring & Documentation	1/18/2017		
6	Meal Assembly, Delivery, and Dishwashing Methods for Patients	1/18/2017		
7	Meals to Patients and Visitors Policy	1/18/2017		
8	Ordering Dietary Supplements	1/18/2017		
9	Refrigerator Monitoring and Documentation	1/18/2017		
10	Storage of Frozen Foods	1/18/2017		
11	Temperatur Monitoring of Storage Devices and Units	1/18/2017		
12	Test Tray Temperature Taking	1/18/2017		

**HUMAN RESOURCES
POLICY AND PROCEDURES APPROVAL LIST
JANUARY 2017**

1. *YOUR JOB*
2. *ORIENTATION*
3. *PERSONNEL CLASSIFICATIONS*
4. *INTRODUCTORY PERIOD*
5. *LOCKERS*
6. *EMPLOYMENT OF MINORS*
7. *TIME OFF*
8. *OVERTIME*
9. *STANDBY*
10. *PAYROLL DEDUCTIONS*

**POLICIES TO THE BOD
MEDICAL RECORDS**

POLICIES TO THE BOARD				
MEDICAL RECORDS				
	TITLE	TO BOD	APPROVED	COMMENTS
1	Entries in the Medical Record	1/18/2017		
2	Forms Development and Control Policy	1/18/2017		
3	Information Security and Data Integrity	1/18/2017		
4	Legal Health Record	1/18/2017		
5	Responsibility and Process for Releasing PHI	1/18/2017		
6	Sending Protected Health Information byFax	1/18/2017		

**POLICIES TO THE BOD
PHARMACY**

POLICIES TO THE BOARD				
PHARMACY DEPT.				
	TITLE	TO BOD	APPROVED	COMMENTS
1	Administration of Drugs & Biologicals	1/18/2017		
2	340B Contract Pharmacy Policy & Procedure	1/18/2017		
3	Access to Medications in the Absence of the Pharmacist	1/18/2017		
4	Administration of Drugs: Patient's Own Drugs	1/18/2017		
5	340B Hospital Administered Drugs Covered Entity Policy	1/18/2017		

**POLICIES TO THE BOD
RESPIRATORY**

POLICIES TO THE BOARD				
RESPIRATORY				
	TITLE	TO BOD	APPROVED	COMMENTS
1	Adult Oxygen Protocol	1/18/2017		
2	Drawing of Arterial Blood Gases	1/18/2017		
3	Infant Oxygen Protocol	1/18/2017		
4	Liberation from Mechanical Ventilation-Weaning Protocol	1/18/2017		
5	BiPAP/Non-invasive Ventilation	1/18/2017		
6	Initial Adult or Pediatric Ventilator Settings	1/18/2017		
7	Aerobika OPEP Therapy (Bronchopulmonary Hygiene)	1/18/2017		
8	Patient - Ventilatory System Checks	1/18/2017		
9	EzPAP	1/18/2017		
10	Vapotherm	1/18/2017		

Ref #	Title	Status
1272	Adult Immunization in the Healthcare Worker	Approved
1101	Aerosolized Transmissible Disease Plan	Approved
1196	Employee Tuberculosis Surveillance Program	Approved
1253	Health Care Workers with Influenza like Illness	Approved
2016	Influenza Vaccination Policy	Approved
155	Initial Evaluation of Exposure Incident	Approved
2289	Injury and Illness Prevention Program	Approved
2170	Post-Offer Physical Examinations for New Hires	Approved
3839	Post-Offer Physical Requirements	Approved
2212	Prevention and Treatment of Pertussis in Hospital Employees	Approved
1151	Recommendation for Prophylaxis After Occupational Exposure to HIV	Approved
3830	Scope of Service - Employee Health	Approved
3838	Work Related Accidents/Exposures	Approved
630	Breastfeeding the Term Infant*	Approved
3823	Standards of Care- The NEST	Approved
3667	Standards of Practice- The NEST	Approved
3901	3M Attest 3 Hour Steam-Plus Challenge Pack	Approved
829	Airway Management	Approved
197	Alteplase Administration For Dec clotting Central Venous Catheters	Approved
908	Anesthesia Apparatus Checkout	Approved
931	Anesthesia Clinical Standards and Professional Conduct	Approved
626	Anesthesia in Ancillary Departments	Approved
920	Anesthesia Philosophy	Approved
921	Anesthesia Privileges for Staff Physicians	Approved
924	Anesthesia Record	Approved
1684	Anxiolysis in the MRI Unit	Approved
884	Argon Laser Therapy (Ophthalmic)	Approved
830	Arterial Monitoring in PACU	Approved
967	Basic Principles of Sterilization	Approved
871	BCG (Intravesical Therapy with Bacillus Calmette-Guerin) for Bladder Cancer	Approved
935	Biological Monitoring System for Steam Sterilizers	Approved
977	Bone Graft Tissue Bank	Approved
3902	Bubble Study	Approved
909	Cardiac Arrest in the OR	Approved
211	Central Line Care and Maintenance	Approved
831	Central Venous Pressure Monitoring in PACU	Approved
832	Changing Patient Status	Approved
833	Charge Sheet and Charge Description in the PACU	Approved
872	Charge Sheet and Charge Descriptions in the OPD	Approved
991	Chemotherapeutic Agents in the OR	Approved
300	Chemotherapy Administration And Precautions	Approved
177	Chemotherapy Extravasation Management	Approved
215	Chemotherapy Spill Protocol	Approved
3733	Cleaning & Sterilization of NeuroTherm Probes	Approved
940	Cleaning / Sterilization or High Level Disinfection of Equipment	Approved
937	Cleaning and Care of Surgical Instruments	Approved
987	Collection of Anaerobic and Anaerobic Cultures	Approved
997	Completion Dilatation and Curettage Using Berkley Suction Under Sedation	Approved

252	Cosyntropin Stimulation Test	Approved
4021	daVinci Robot Si Cleaning and Maintenance	Approved
995	Death in the Operating Room	Approved
304	Dialysis Access Catheter: Blood Draw/Infusion/Dressing Change	Approved
998	Disaster Plan Perioperative Unit	Approved
1456	Down Time Procedures for OP/PACU	Approved
1001	Draping for Surgical Procedures	Approved
874	Dress Code for the Outpatient Department	Approved
839	Dress Code in the Post Anesthesia Care Unit	Approved
982	Electrosurgical Cautery	Approved
1004	Emergency Supplies in Surgery	Approved
913	Environmental and Infection Control OR/PACU	Approved
2118	Environmental and Infection Control PACU	Approved
846	Environmental Infection Control in the PACU	Approved
1009	Eye Wash Stations in the Perioperative and Sterile Processing Units	Approved
844	Fire / Safety PACU	Approved
1010	Fire Safety in Surgery	Approved
2120	Fire Safety in the OP Infusion Unit	Approved
880	Floating Guidelines for OPD/PACU	Approved
1011	Formalin Use and Spill Management	Approved
175	Groshong Catheter, Dressing Change, Flush, Cap Change, Blood Draw	Approved
1055	Handling of Infants/Fetus/Stillborns and Genetic Workup	Approved
962	Heat Sealer	Approved
947	Immediate Use Sterilization Procedure (IUS)	Approved
1156	Implantation of Medical Devices	Approved
948	Infection Control Sterile Processing Policy	Approved
2351	Instrument Cleaning Process	Approved
1041	Intraoperative Nursing Care for the Pediatric Patient	Approved
503	Iron Dextran (Imferon) Administration	Approved
255	IVIG (Intravenous Immune Globulin)	Approved
847	Laryngeal Mask Airway Removal	Approved
339	Latex Precautions	Approved
268	Lidocaine Anesthetic For Local Infiltration Prior To Peripheral Catheter Placement	Approved
1441	Lithotripsy	Approved
1459	Loaner instruments Care	Approved
915	Malignant Hyperthermia	Approved
2277	Malignant Hyperthermia Cart Check	Approved
1024	Manufacturer's Information on Hardware/Equipment	Approved
951	Manufacturer's Recall Sterile Processing	Approved
1002	Medical Device Tracking	Approved
1219	Medical Students in the OR	Approved
3705	Medication/Solution Transfer to the Sterile Field	Approved
988	Microbiological Specimen Handling	Approved
853	Mitomycin Bladder Instillation	Approved
347	Monitoring The Patient In The MRI Unit	Approved
423	Myocardial Perfusion Stress Test: Nuclear	Approved
217	Neupogen / Procrit Administration	Approved
401	NPO Guidelines	Approved
845	Nursing Care Guidelines in PACU	Approved

914	Nursing Management of the Patient Receiving Local Anesthesia for Procedures	Approved
889	Observation Following a Myelogram	Approved
919	Observation in the Operating Room	Approved
647	Observation of the Lung or Liver Biopsy Outpatient	Approved
837	OPD/PACU Discharge Instructions	Approved
975	Operating Room Attire	Approved
1030	Operating Room Orientation For the Perioperative Nurse	Approved
1059	Operating Room Sanitation	Approved
985	Operative Consents	Approved
1008	OR Electrical Safety	Approved
3810	Organ/Tissue/Eye Donation*	Approved
918	Organization of Surgical/Anesthesia Services	Approved
842	Orientation and Cross Training to OPD/PACU	Approved
954	Orientation to Sterile Processing	Approved
1029	Orientation To The Perioperative Unit For New Nursing Personnel	Approved
885	Outpatient Department Medication and Solution Policy	Approved
879	Outpatient Facilities	Approved
882	Outpatient Intermittent Infusion Administration	Approved
512	PACU Discharge Criteria	Approved
841	PACU Equipment	Approved
868	PACU Visitation	Approved
386	Pain Assessment/Management	Approved
2119	Paragon, Use of in Pre-op and PACU	Approved
1033	Pathology Specimens In The Operating Room	Approved
455	Patient Warmer (Warm Air Hyperthermia System)	Approved
855	Pediatric Standards of Care in the OPD/PACU	Approved
527	Pentax Emergency Bedside Intubating Laryngoscope	Approved
1726	Performance Improvement - Outpatient Unit	Approved
858	Performance Improvement Post Anesthesia Care Unit	Approved
923	Performance Improvement Program Anesthesia Service	Approved
1042	Performance Improvement Program Perioperative Unit	Approved
126	Performance Improvement Program Sterile Processing	Approved
1046	Performance Improvement Program Surgical Service Physicians	Approved
930	Perioperative Scope of Practice	Approved
100	Perioperative Unit Performance Improvement Program	Approved
1036	Philosophy of Perioperative Nursing Practice	Approved
178	PICC Peripherally Inserted Central Catheters	Approved
1061	Pneumatic Tourniquet	Approved
856	Point of Care Testing (Blood Glucose, Urine Dipsticks) OPD/PACU	Approved
294	Portacath Vascular Access System	Approved
922	Positioning of the Surgical Patient	Approved
910	Post Anesthesia Recovery	Approved
843	Post Operative Follow-up Phone Calls	Approved
866	Postoperative Teaching	Approved
857	Postpartum Patient Care in the PACU	Approved
932	Pre and Post Operative Anesthesia Visits	Approved
627	Pre-Anesthesia Protocol for All Obstetrical Patients	Approved
3804	Precleaning of Soiled Instruments	Approved
1039	Pregnant Personnel in the Peri-Operative Unit	Approved

1074	Preoperative EPT Testing Protocol	Approved
1374	Preoperative Instruction Sheet	Approved
881	Preoperative Interview	Approved
888	Preoperative Medication Guidelines	Approved
887	Preoperative Medications	Approved
2314	Preoperative Preparation and Teaching	Approved
890	Preoperative Skin Preparation	Approved
974	Principles of Asepsis in the Operating Room	Approved
2008	Procedural Sedation	Approved
1363	Quick Rinse	Approved
2124	Rabies Vaccination	Approved
1043	Radiation Protection in the OR	Approved
1023	Rapid Fluid/Blood Infuser	Approved
1044	Records and Reports Surgery	Approved
917	Refrigerated Neuromuscular Blocking Agents in OR Carts	Approved
961	Reprocessing Single Use Items	Approved
926	Responsibility of Service Perioperative	Approved
912	Restocking and Maintenance of Anesthesia Equipment	Approved
3843	Returning of Instrument to Central Sterile Processing	Approved
1049	RN First Assistant, RNFA	Approved
927	Safety in the Operating Room	Approved
416	Scheduling Emergency Surgical Cases	Approved
929	Scheduling Surgical Procedures	Approved
2012	Scope of Anesthesia Practice	Approved
1050	Scope of Perioperative Nursing Practice	Approved
892	Secretin Test	Approved
957	Selection and Use of Packaging Systems	Approved
1302	Sestamibi Stress Test (Nuclear Myocardial Perfusion Stress Test)	Approved
1060	Shoulder Arthroscopy Traction Device	Approved
1052	Skin Preparation in the Perioperative Unit	Approved
971	Special Procedure Trays	Approved
986	Sponge, Sharps, and Instrument Counts	Approved
928	Staffing Patterns Anesthesia	Approved
1053	Staffing Plan in the Operating Room*	Approved
863	Staffing Plan OP/PACU*	Approved
865	Standards of Care OPD	Approved
864	Standards of Care PACU	Approved
1054	Standards of Care Perioperative Unit	Approved
944	Sterile Processing Disaster Plan	Approved
956	Sterile Processing Philosophy	Approved
953	Sterile Processing Objectives and Functions	Approved
963	Sterile Processing Staffing of Unit	Approved
964	Sterile Processing Standards of Practice	Approved
958	Sterilization Recall Policy	Approved
965	Sterilization of CMI Vacuum Pump	Approved
955	Sterilizing of Orthopedic Implants	Approved
1702	Steris Century Medium Steam Sterilizer	Approved
1701	Steris Prevacuum Sterilizer Surgery	Approved
1706	Steris System 1E Processor	Approved

1699	Steris Vision Single Chamber Washer Disinfector	Approved
1704	Steris V-Pro 1 Low Temperature Sterilizer System	Approved
966	Storage Requirements for Sterile and Clean Items	Approved
969	Supplies After Hours Sterile Processing	Approved
979	Surgeries Requiring an Assistant	Approved
1005	Surgery Emergency Generator Power	Approved
1007	Surgery Equipment and Routine Supplies	Approved
916	Surgery Medication and Solution Policy	Approved
978	Surgery Tissue / Bone Graft "Look Back" Policy	Approved
1037	Surgical Anesthesia Privileges and Limitations	Approved
990	Surgical Charges	Approved
14	Surgical Drains Care of	Approved
1051	Surgical Hand Hygiene and Hand Scrub	Approved
1038	Surgical Procedures	Approved
253	Taxol (Paclitaxel) Administration OPD	Approved
257	Therapeutic Phlebotomy	Approved
487	Transfer of Evidence	Approved
867	Ulnar Nerve Check	Approved
3883	Universal Protocol	Approved
895	VCUG: Assisting with a Voiding Cystourethrogram	Approved
456	Warming Cabinet for Blankets/Solutions	Approved
311	Wound Care Product Suggestions For Specific Types Of Wounds	Approved
457	Wound Vac - Vacuum Assisted Closure System ATS	Approved
972	Wrapping and Dating of Supplies and Instruments	Approved
3920	American Heart Association Training Center Faculty and Course Instructor Roles and Training	Approved
1098	American Heart Association Training Center Policies and Procedures	Approved
3919	American Heart Association Training Center QAPI	Approved
900	Course Evaluation	Approved
905	Ensuring Compliance with Continuing Education Guidelines at NIH	Approved
904	Instructor/Course Concern Form	Approved
897	Nursing Education Department Plan	Approved
2011	Nursing Instructor Policy	Approved
903	Staff Development Dispute Resolution Policy	Approved