

AGENDA

NORTHERN INYO HEALTHCARE DISTRICT BOARD OF DIRECTORS REGULAR MEETING

March 15, 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.*).
3. Old Business
 - A. Bishop Union High School student clinic (*action item*).
4. New Business
 - A. Nursing Department Policy and Procedure approvals (*action items*):
 1. *Documentation of Patient Care*
 2. *Orientation to Nursing Departments*
 3. *Patient Valuables*
 4. *Acute/Subacute Performance Improvement*
 5. *Patient Acuity*
 6. *Nursing QAPI*
 7. *Angel Flight*
 8. *Emergency Staffing*
 - B. Hospital Wide Policy and Procedure annual approvals (*action items*); Attachment A to Agenda.
 - C. General Budget Assumptions for fiscal year 2017/2018 (*action item*).
 - D. Request for Proposal (RFP) Policy and Procedure approval (*action item*).
 - E. Use of the NIHD Healing Garden (*action item*).
 - F. Election of Board member to the Compliance and Business Ethics Committee (*action item*).
 - G. Purchase of Pioneer Medical Associates Partnership Interest, Doctors Hathaway and Kamei (*action item*).
 - H. Employee Drug and Alcohol Policy (*action item*).
 - I. Pay scale update (*action item*).

- J. Stryker Orthopedic Supply Contract (*action item*).
 - K. Introduction of Larry Weber, Director of Diagnostic Imaging and Laboratory (*information item*).
 - L. District participation in Adopt-A-Highway program (*information item*).
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Consent Agenda (action items)

- 5. Approval of minutes of the February 15, 2017 regular meeting
 - 6. 2013 CMS Validation Survey Monitoring, March 2017
 - 7. Financial and Statistical Reports for the period ending January 31, 2017
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- 8. Patient Experience Committee Report (*information item*)
- 9. Workforce Experience Committee Report (*information item*)
- 10. Chief of Staff Report; Richard Meredick, MD:
 - A. Policies/Procedures/Protocols/Order Set approvals (*action items*):

- *Administration of Drugs: Patient's Own Medications*
- *Closed-System Transfer Device (CSTD)*
- *Drugs of Abuse Maternal and Infant*
- *Misoprostol for Cervical Ripening*
- *Opioids Waste Policy*
- *Discharge Planning for the Hospitalized Patient*
- *Airborne Infection Isolation Rooms (AIIR)*
- *Respiratory Syncytial Virus (RSV) Policy*
- *Skin Preparation in the Perioperative*
- *Cleaning and Processing da Vinci Instruments, Accessories and Endoscopes*
- *Fern Testing*
- *Training and Competency in Fern Testing*

- B. Hospital-wide QAPI Plan - Annual Evaluation Calendar Year 2016 (*information item*).
- C. Hospital-wide QAPI Plan – Annual Work Plan Fiscal Year 2017-2018 (*action item*).
- D. Hospital-wide QAPI Plan (*action item*).

- 11. Reports from Board members (*information items*).
- 12. 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, 3 matters pending (*pursuant to Government Code Section 54956.9*).
 - C. Discuss trade secrets, new programs and services (estimated public session date for discussion yet to be determined) (*Health and Safety Code Section 32106*).
 - D. Discussion of a personnel matter, CEO contract terms and discussion (*pursuant to Government Code Section 54957*).
13. Return to open session and report of any action taken in closed session.
14. 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 TO THE AGENDA FOR THE
NORTHERN INYO HEALTHCARE DISTRICT REGULAR BOARD MEETING,
MARCH 15, 2017

Policies to Board of Directors

Fiscal Services

Department	Title	To BOD	Approved	Comments
Fiscal Services	Capitalization of Assets	3/15/2017		Review Only; no changes
Fiscal Services	Reimbursement for Hospital Business	3/15/2017		Review Only; no changes
Administration-Hospital Wide	Fax, Printing & Making Copies	3/15/2017		Review Only; format updated only

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

1. INTRODUCTION
2. FINAL PAYROLL CHECK
3. PAYROLL ADVANCES
4. LEISURE TIME BENEFITS
5. HOLIDAYS
6. SICK LEAVE
7. SHIFT DIFFERENTIAL
8. STATE DISABILITY INSURANCE (SDI)
9. HOSPITALIZATION AND MEDICAL INSURANCE
10. PENSION PLAN
11. LIFE INSURANCE AND LONG TERM DISABILITY INSURANCE
12. DENTAL INSURANCE AND VISION INSURANCE
13. EDUCATIONAL OPPORTUNITIES
14. EDUCATION DAYS POLICY FOR LICENSED EMPLOYEES
15. ABSENCE FROM WORK
16. EXCUSED ABSENCE
17. UNEXCUSED ABSENCE
18. PAID ABSENCE
19. INVOLUNTARY LEAVE OF ABSENCE
20. PARKING

Aspel, Tracy (Director of Nursing Practice)

Area: Published

Ref #	Title	TO BOD	APPROVED	COMMENTS
3622	A Quick Check			
617	Admission / Classification and Charges			
2336	Admission of a patient to Northern Inyo Hospital			
3618	Admission of Hospice Inpatient*			
621	Adoption Policy and Procedure*			
1711	ADVANCED DIRECTIVE			
3617	Age Related and Population Specific Care			
1561	ANGEL FLIGHT			
3871	Authorization of Hours Worked Beyond Regularly Scheduled Shift (Including Overtime Request)			
1479	CALIFORNIA CHILDREN SERVICES REFERRAL			
3933	Capacity Management Plan*			
3858	Central Council			
3856	Clinical Consistency (Practice) Committee			
3862	Clinical Consistency Oversight Committee (CCOC)			
2279	Clinical Decision Making-Medical Staff Practitioner			
3937	Code of Ethics for Nurses			
2307	Cognitive Assessment (MoCA)			
1082	Community Resources			
2335	Competency Notebook			
20	Confidentiality			
3877	Cross-Training of RN Staff			
87	Daily Staffing Sheet / Nursing			
231	Death-Disposition of Body*			
29	Debriefing Sessions For Stressful Situations			
689	Delivery Packs and Instruments			
3865	Department Monthly Staff Meeting			
774	Department of Motor Vehicle Medical Examination			
3852	Department Partnership Council			
3787	Departments That Deliver Nursing Care to Patients			
3819	Deployment of Nursing Staff at Department Level and Patient Care Assignments			
93	Development, Revision and Maintenance of Policies			
3866	Direct Report Monthly Standing CNO Meeting			
3934	Documentation of Case Management Services*			
671	Documentation of Nursing Care Flow Sheet			
91	Durable Medical Equipment (DME) Provision for Patients at Discharge*			
1712	EASTERN SIERRA BREAST CANCER ALLIANCE			
33	Education Days for Licensed Employees			
3931	Education of Patient and Family*			
2350	Emergency Response Cart			
4025	End of Life Option Act*			

2293	Entering an ED Admission (observation, surgery, inpatient status) into Health Information System			
2319	Fall Prevention			
3697	Fatigue Management: Direct Caregivers			
3717	Floating Nursing Staff*			
3962	Follow-Up Phone Calls Post Discharge*			
110	Guidelines for Licensed Nurses Nursing Students Giving Medications			
1553	Home Health Care			
3788	House Supervisor Shift Activity Report			
21	Informed Consent Policy			
2337	Interdisciplinary Plan of Care			
3932	Interdisciplinary Team – Clinical Screens Built into the Initial Nursing Assessment*			
78	Legal Definition of Licensed Vocational Nurse			
77	Legal Definition of Registered Nurse			
79	Licensure of Nursing Personnel			
3961	Management of Discharge Disputes from Medicare			
1554	MEALS ON WHEELS			
787	Medic Alert Tags			
3821	Medical Clinical Alarm Equipment Safety*			
3785	Mission and Vision Statement for Nursing Services			
85	NIH Nursing Department Organizational Chart			
707	Non-Stress Test			
3859	Nurse Executive Council			
3818	Nursing Low Census Days			
3817	Nursing Administrative Coverage			
191	Nursing Assessment & Reassessment			
305	Nursing Care Plan			
3967	Nursing Certification*			
2280	Nursing Chain of Command in Resolving Patient			
1108	Nursing Department Dress Code			
81	Nursing Department Meetings			
3864	Nursing Management Huddle			
3631	Nursing PRN Per Diem Staff			
25	Nursing Services Competency Plan			
3935	Nursing Services Jobs and Titles			
92	Nursing Services Philosophy			
3820	Nursing Services Quality Assurance/Performance Improvement (QA/PI) Plan			
3849	Nursing Services Standing Objective and Annual			
3876	Nursing Standards*			
106	Nursing Status, Guidelines for			
3968	Nursing Students Requesting Clinical Preceptorship			
1568	Ombudsman			
2278	Opening and Closing Nursing Departments			
3810	Organ/Tissue/Eye Donation*			
3803	Organization-Wide Assessment and Reassessment			

3853	Orientation Competency Committee			
4072	Orientation/Cross Training Time Frames			
88	Outpatient Observation (OPO) Policy			
3615	Pathways for Development, Review and Revision of Nursing Standards			
3861	Patient Flow Committee			
3798	Patient Food from Non-Hospital Sources			
2325	Patient Locator			
3842	Patient Requiring Psychiatric Evaluation and			
3802	Patient Safety Attendant or 1:1 Staffing Guidelines*			
113	Patient Transfer Log Policy			
437	Patient Transfer/Discharge to another Facility			
3801	Pediatric Academic Education Policy			
105	Performance Improvement Plan			
3640	Plan for the Provision of Nursing Care			
22	Procedures Requiring Informed Consents			
4051	Pronouncement of Death*			
3855	Quality / Research Committee			
232	Release of Body to Mortuary Authorization for			
109	Responsibilities of Nursing Students and Hospital			
104	Responsibility for Patient Care			
3644	Routine Hours of Work			
3699	Safe Patient Handling – Minimal Lift Program			
3860	Safe Patient Handling Subcommittee			
1971	SKILLED NURSING FACILITIES			
1804	Social Services Orientation of Hospital Personnel			
4076	Staffing Huddle			
3854	Staffing Issues Advisory Committee			
2317	Staffing Management Plan			
3616	Standard of Care: End of Life			
114	Temporary / Registry Nurses			
1314	Therapy Animals and Pets*			
1567	TRANSFER CHECKLIST			
754	Transfer to Other Medical Facilities Maternal and			
3857	US/Secretary Council			
3936	Utilization of Personnel From Outside Agencies			
2312	Utilization Review Plan*			
452	Verbal and/or Phone Medical Staff Practitioner			
115	Visiting Policy			
116	Volunteer Policy			
2338	Week-End Shifts			
1563	WILD IRIS			
118	Withholding Resuscitative Measures			

**POLICIES TO THE BOD
PHARMACY**

POLICY & PROCEDURES TO THE BOARD			
PHARMACY DEPT.			
TITLE	TO BOD	APPROVED	COMMENTS
1 Look-alike, Sound-alike Drugs	3/15/2017		
2 Drug storage and inspections of Medication Areas	3/15/2017		
3 Investigatinal Drugs	3/15/2017		
4 Controlled Substance Policy Hospital Wide	3/15/2017		
5 High Alert Medications: Prepartion, Dispensing, Storage	3/15/2017		

**POLICIES TO THE BOD
PROPERTY MGMT, SECURITY AND MAINTENANCE**

POLICY & PROCEDURES TO THE BOARD			
PROPERTY MGMT, SECURITY AND MAINTENANCE			
	TITLE	TO BOD	APPROVED COMMENTS
1	Policy on Reporting Utility System Incident	3/15/2017	
2	Policy on annual Evaluations	3/15/2017	
3	Environmental Tours	3/15/2017	
4	Policy on Environmental Tours	3/15/2017	
5	Annual Evaluations	3/15/2017	
6	Information Collection & Monitoring	3/15/2017	
7	Policy on Occurrence Reporting	3/15/2017	
8	Policy on Reporting Security Incident	3/15/2017	
9	Policy on Reporting Fire Safety Incident	3/15/2017	
10	Policy on Reporting Property Damage	3/15/2017	
11	Policy on Reporting Hazardous Materials & Waste Incident	3/15/2017	
12	Policy on Reporting Medical Equipment Incident	3/15/2017	

Northern Inyo Hospital - Document List
 Site: Hospital
 Department: Purchasing
 Area: Published

Generated By: Public Viewer

Title	Status	Security	Date Created	Date Submitted	
Asset Control	Approved	Public	10/31/2014	12/5/2014	12
Asset Management	Approved	Public	10/31/2014	12/5/2014	12
Capitalization of Assets	Approved	Public	4/22/2014	4/22/2014	6/
Delivery of Received Goods	Approved	Public	9/26/2014	12/30/2014	1/
Diagnostic Imaging - Ordering Radioactive Materials	Approved	Public	7/23/2014	4/21/2015	4/
Disposal of Equipment	Approved	Public	10/31/2014	7/1/2015	8/
Emergency Purchases	Approved	Public	6/9/2015	6/9/2015	8/
Hospital District Credit Card Policy	Approved	Public	3/25/2014	4/17/2014	6/
MMIS Contingency Plan	Approved	Public	4/2/2013	4/2/2013	4/
Order Fulfillment	Approved	Public	9/26/2014	12/30/2014	1/
Receiving Capital Equipment	Approved	Public	1/13/2016	3/14/2016	8/
Receiving Process	Approved	Public	7/24/2015	7/24/2015	8/
Storeroom Basics	Approved	Public	9/26/2014	12/30/2014	1/
Temperature Monitoring of Storage Devices and Units	Approved	Public	12/12/2013	12/13/2013	5/

