

LAKE OF THE WOODS DISTRICT HOSPITAL
Regular Meeting of the Board of Directors
Thursday, September 12, 2019

Training Centre Classroom, Lake of the Woods District Hospital

PRESENT: N. Brown, R. Bulman, W. Cuthbert (Chair), L. Haney, A. Hoffmeister, B. Lundy, Dr. J.K. MacDonald, D. Makowsky, C. O'Flaherty, W. Peterson, R. Racette, J. Reid, F. Richardson, E. Stach, and B. Siciliano

REGRETS: J. Diamond

GUESTS: T. Davison (89.5 The Lake), A. Larman (LWDH Pharmacy), R. Boutette, R. Stelter (Daily Miner and News), and T. Tivy (LWDH Pharmacy)

AGENDA ITEMS	DISCUSSION	ACTION
1. Call to Order	W. Cuthbert, Chair, called the meeting to order at 5:04 p.m. Board Meeting and Chair Evaluation forms have been distributed and all Directors were kindly requested to complete. Any changes can be directed to K. Stepanik.	Called to Order
	1.1. Attendance and Welcome W. Cuthbert welcomed everyone to the meeting. The traditional lands of the Anishinaabe of Treaty Three and the Metis Nation were acknowledged.	Information
	1.2. Approval of Agenda Moved by N. Brown and seconded by E. Stach that the regular meeting agenda be approved with the following revisions: <ul style="list-style-type: none"> • Move item #3.4 Quality and Safety: Medication Reconciliation to item #3. • Move item #4.2 to in camera item #3.5 • Move item #4.4 to in camera item #3.6 	Motion #19/9/1 Carried as Amended
	1.3. Declaration of Conflict of Interest There were no declarations of conflict of interest.	None
2. Consent Agenda	Moved by N. Brown and seconded by B. Lundy that the Consent Agenda be approved: Minutes: 2.1. Board of Directors: June 13, 2019 (draft – not approved) 2.2. Patient and Family Advisory Committee (PFAC) Meeting of June 3, 2019 2.3. NWO Ontario Health Team (OHT) Working Group Meeting of June 26, 2019 (draft – not approved) 2.4. PFAC Meeting of July 8, 2019 2.5. Quality Committee of the Board Meeting of July 23, 2019 (draft – not approved) 2.6. PFAC Meeting of August 12, 2019 (draft – not approved) 2.7. Guiding Coalition Meeting of September 5, 2019 (draft – not approved) - <i>deferred</i> Other: 2.8. President and CEO Report 2.9. Chief of Staff Report – no report 2.10. VP Corporate Services Report 2.11. VP Mental Health and Addictions Report 2.12. VP Patient Care and CNO Report 2.13. Creating an All Nations Health Care System for the Kenora Region 2.14. Ontario's Plans for Justice Centres 2.15. Gaps & Needs Assessment of Mental Health & Addictions Services in Kenora 2.16. OHA Board Self-Assessment Results 2.17. Professional Staff Privileges	Motion #19/9/2 Carried

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<p>3. Quality and Safety: Medication Reconciliation</p>	<ul style="list-style-type: none"> • T. Tivy and A. Larman were invited to present on LWDH's Medication Reconciliation Program. • Medication reconciliation is a systematic and comprehensive review of all medications a patient is taking to ensure that medications being added, changed, or discontinued are carefully assessed and documented. This is a patient safety initiative and is a focus of Accreditation Canada. Has been a part of patient care at LWDH for 15 years. • A pilot position started in June 2019 with a Pharmacy Technician dedicated to medication reconciliation upon admission and discharge. Previously, this was a health care team effort. There are two (2) trained Pharmacy Technicians that rotate on a monthly basis and provide cross-coverage for one another. • Medication reconciliation is a Quality Improvement Plan (QIP) target, and compliance is being tracked. • Medication reconciliation for outpatients is a new Required Organizational Practice (ROP) of Accreditation Canada, and was rolled out this year. This is rolling out at LWDH in Dialysis where the Pharmacy Technician will see these patients every six (6) months. • It was noted that the Pharmacy Technician does have a scope of practice to follow, and they cannot teach. If education is needed, a Pharmacist is called to work with that patient on their medication list. A medication list is always sent to a patient's pharmacy and physician's office. • LWDH is working with Think Research on an electronic module. • Medication reconciliation includes allergies and reactions, and traditional and over the counter medications. • The Quality Committee of the Board will be welcoming a new member who is a retired Pharmacist. <p>T. Tivy and A. Larman left the meeting at 5:37 p.m.</p>	<p>Information</p>
<p>4. Strategy Items 4.1. Cultural Safety and Humility Training</p>	<ul style="list-style-type: none"> • The first round of training has been completed. Currently working on an evaluation tool to seek feedback and to help move the training forward. • Will be seeking feedback from everyone who took the training. • The next round of training will occur at the end of the 2019-2020 school year. • Will be utilizing Grand Rounds sessions to access the medical staff. • A report of attendees by hospital department was circulated for information. • Will be working on a strategy to reach nursing staff in patient care areas. • Need to work with Seven Generations on designing the two-day session. • No feedback has been received to-date from KCA's Elder Council, and will be respectfully requesting their feedback. LWDH would like to have this training recognized in ceremony. 	<p>Information</p>
<p>4.2. Operational Review Update</p>	<ul style="list-style-type: none"> • The updated Action Plan was circulated for information; changes have been highlighted in yellow. • K. Stepanik will update the internal and external websites. • Will take two (2) years to implement all of the recommendations. The remaining recommendations will be demanding. Bed map discussions are currently underway and design team meetings are being held. • Working on getting the managers on their units. • The Medical Staff Organization is an urgent item that needs to be addressed. Need to create a formal structure. • NWLHIN is satisfied with the action to-date. • Guiding Coalition continues to meet. The last meeting focused on Medical 	<p>K. Stepanik</p>

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	Staff structure. Currently there is no President or Vice President of Medical Staff. Hopeful that these positions will be filled at their next meeting on Thursday, September 19, 2019.	
4.3. All Nations Hospital Project - Update	<ul style="list-style-type: none"> • Briefing note was circulated. Colliers Group was the successful proponent for the Project Manager position and they will be overseeing Stages 1 and 2 of this project. • Currently working on finalizing the Steering Committee membership. • A meeting was held September 11th with the Steering Committee, and the kick-off meeting will be held on September 25, 2019. • LWDH and Kenora Chiefs Advisory (KCA) will each be recruiting a Community Engagement Project Planner (CEPP). These planners will oversee the engagement in the broader and Indigenous communities. Hope to have these individuals in place in early October with a start date in November. It is estimated that the engagement piece will take nine (9) months to complete. This information will inform the functional plan. • The Steering Committee will meet monthly. • A communication plan and project schedule are being developed, as well as a framework for stakeholder engagement. • W. Peterson, Chair of the Steering Committee, provided feedback on the first meeting. • The importance of the Integrated Project Management Framework was reviewed. This framework defined the Steering Committee membership, which needs to be kept small to ensure the project moves ahead. Engagement will be extensive and inclusive across the communities. 	Information
5. Approval Items 5.1. LWDH Declaration of Patient Values, Rights, and Responsibilities - Policy	<p>R. Boutette, member of the Patient and Family Advisory Committee (PFAC) was introduced. A small working group of the PFAC members met to update the LWDH Declaration of Patient Values, Rights, and Responsibilities.</p> <p>Following discussion, it was moved by A. Hoffmeister and seconded by R. Bulman that the LWDH Declaration of Patient Values, Rights, and Responsibilities – Policy be approved as with the following revisions:</p> <ul style="list-style-type: none"> • Last page, bullet four: “please refrain from taking pictures and/or video and sharing them via email, text, or on social media.” • Item #5 under Accountability: “will inform the accountability.” 	Motion #19/9/3 Carried with Revisions
5.2. Board Director and Quality Committee Vacancy		Moved to In Camera
5.3. Governance and Nominating Committee Terms of Reference	<p>Moved by E. Stach and seconded by F. Richardson that the Governance and Nominating Committee Terms of Reference be revised with the following changes under “Membership”:</p> <p>The Committee will consist of five (5) eight (8) voting members:</p> <ul style="list-style-type: none"> • The Vice Chair of the Board of Directors; • Three (3) Six (6) Directors, one of whom will serve as Chair; • Board Chair (Ex-officio) 	Motion #19/9/4 Carried
5.4. Recommendation of Staff Member Representative for Project Steering Committee		Moved to In Camera
6. Discussion Items 6.1. LWDH Board	<ul style="list-style-type: none"> • Draft agenda was circulated for review. Retreat is being held on Saturday, September 21, 2019 from 9:00 a.m. 4:00 p.m. in the Training Centre Classroom. 	

AGENDA ITEMS	DISCUSSION	ACTION
Director Retreat Draft Agenda and Identifying Action Items	<ul style="list-style-type: none"> • Package will be circulated by Tuesday, September 17, 2019. • Will be discussing strategic planning and if we will overlap our mission, vision, and values with other organizations to ensure alignment under the Ontario Health Teams (OHTs). • Directors were in agreement with the draft agenda. No changes required. 	K. Stepanik
6.2. Committee Volunteer Recognition	Feedback from the PFAC was that individual recognition is not required or necessary, but favoured the idea of a summer BBQ or an annual event. Acknowledgement via social would also help communicate the work and mandate of the various committees.	Information
6.3. Accreditation Canada Draft Schedule	<ul style="list-style-type: none"> • Draft schedule was circulated, and will be a focus at the Retreat. • K. Stepanik will send an invite to everyone's calendars and circulate the biographies of the surveyors. • <u>Accreditation Surveyor Meeting with Brian Smith</u>: Monday, October 7, 2019 at 9:45 a.m. location to be determined. 	K. Stepanik
6.4. LWDH Tours for Directors	Four dates/times have been provided. Please let K. Stepanik know which tour you would like to be a part of.	Directors
6.5. Board Portal	LWDH is currently looking at an online Board Portal that is user friendly and secure. Feedback to look at the ability to comment on documents, and have documents available offline.	Information
7. Next Meetings	<u>Quality Committee</u> : Tuesday, September 17, 2019 at 12:00 p.m. in the Boardroom <u>Retreat</u> : Saturday, September 21, 2019 at 9:00 a.m. in the Training Centre Classroom <u>Accreditation Surveyor Meeting with Brian Smith</u> : Monday, October 7, 2019 at 9:45 a.m. location to be determined. <u>Board Meeting</u> : Thurs. Oct. 10, 2019 at 5:00 p.m. in the Training Centre Classroom	Information
8. Adjournment	Moved by E. Stach and seconded F. Richardson that the regular meeting be adjourned at 6:40 p.m.	Adjourned

Chair

President & CEO

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