Perth and Smiths Falls District Hospital
Executive Committee
Wednesday, April 22, 2020, 11:30 a.m.
Tele-conference

Present: G. Church, B. Guppy, J. Hewitt, D. Howard

Regrets: Nil.

In Attendance: K. Kelly, Recording Secretary

The discussions of the Executive Committee during the COVID-19 Pandemic are treated as closed session notes.

Cases – 367 cases in the southeast; with approximately 75% in our area – generating most of the activity at hospital; most activity in south east and per capita in province; patients and visitors are all masked; doing more than other hospitals given the level of activity in our community

Taking more precautions with staff – and any patient interaction has the appropriate PPE; any staff member within 6 feet of patient to have both eye/mask protection; providing care addition of gown and glove; contributing to inventory burn rate

PPE – some stabilization (with the exception of N95s) from province; have received a number of donations; have reassembled some PPE combinations – now working with mask and shields (previously mask w/visor); okay for the next couple of weeks; escalation of need if we fall within 5 days of inventory; comment some issues as staff are not used to wearing full PPE all of the time;

K. Stolee joined the meeting at 11:40 a.m.

Impacts from area organizations in outbreak – increasing volumes in hospitals; struggles with supplies and staffing at LTC/RH; have had requests to provide staffing support; Order (April 16, 2020) prohibited staff from working at both hospital and other facilities; not permitting staff to move between institutions and in compliance with regulation

Order did not speak to physicians as they may work in more than one location

Ramping Up Services – depends on hospital capacity and PPE level; Ministry direction is not encouraging this yet; communication to physicians to look at a longer term vision as part of their planning; all emergencies and urgent situations have been supported.

ALC Patients – the number is increasing (today at 21); have some permissions to move some patients out of hospital;

Burden of illness in community; demand for services; limitations to discharge patients out of the hospital; all in the context of PPE

Retirement Home Initiative – drafted agreement to move out 10 ALC patients; RH funding model was different from Ontario Health approval; asked OH to own the risk of any additional amounts; was not acceptable; spoke with RH about other terms and waiting for confirmation from OH if acceptable; S. Bird has provided helpful feedback; will then need to see if any patients want to move out in light of the outbreaks;

Measures and criteria are in place to ensure that the location will be safe for discharged patients.

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Capital Equipment

- the auxiliaries will support the purchase of Nocospray units
- GWM Foundation will support ½ cost of Sterrad unit and transport ventilator
- Team has also requested two (2) additional glidescopes but have not yet approached the foundations

COVID Related Costs

- Ontario Health Financial reporting template received yesterday
- Included placeholder for capital equipment – if we do receive compensation from OH; would coordinate the repurpose funds
- Will be a lengthy process to reconcile

Requests from other organizations to support with hospital staff

- PSFDH is looking at possible options
- Sense that PSFDH does not have the resources

Accreditation Survey

- Letter to Accreditation Canada requesting postponement of survey (letter in board package)

AGM

- legal requirements to have AGM
- OHA is working on guidance;
    - physician reappointment – typically physicians continue with privileges until otherwise; OHA is also reviewing
- Kate – has this been discussed at the regional level; have asked Katie to clarify status of process
- AGM to be held by July 31 – provision to have electronic means to host meetings (AGM and organizational meeting)
- General discussion re: completion of year end audit
- More year end audit information to be provided, if available, at April Finance Committee meeting

Staff/Physician Testing – one positive staff member but did not work prior to positive results; has been reviewed by JH&S Committee and reported to Ministry of Labour; staff member is doing well;

Governance Committee – Recruitment Process

- Dr. Guppy will be involved in recruitment interviews
- Next committee meeting is mid-May
- Will consider to move forward with meeting at the end of April

Finance Committee

- Dr. Guppy informed the members that the Finance Committee materials were erroneously sent to Managers (closed session minutes);
- The email has been deleted by managers
- The closed session notes had reference to Regional HIS (but no specific reference to vendor) but discussion of costs, etc.

D. Howard indicated that there will be no Executive Committee update next Wednesday as there will be a board meeting on Tuesday.

D. Howard has spoken with J. Hewitt and G. Church regarding a board member with a possible conflict of interest. It was noted that the board member is not a PSFDH employee but would be asked to declare a conflict at the next board meeting. This is in reference to the MOU signed with North Lanark Community Health Centre (signed by N. Shaw.)

Out of closed session at 12:13 p.m.

D. Howard advised that the Board meeting agenda has been streamlined. K. Stolee advised that she will have a list of new privileges to bring to the board.

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