Perth and Smiths Falls District Hospital
Executive Committee
Wednesday, May 13, 2020, 11:30 a.m.
Tele-conference

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

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.

Closed session at 11:32 a.m.

ALC

- Ontario Health has approved the draft agreement to permit PSFDH to relocate 10 ALC patients for six (6) months to an area retirement home
- B. Guppy advised that he committed to having a teleconference with the board before signing any agreement
    - Update on terms of agreement
    - Draft press release to share
    - Highlight communication strategy; Barry to prepare summary
        - Steps to date
        - Who has been involved
        - Communication with families and patients
        - Draft media release
- Staff are working to identify appropriate ALC candidates to relocate
    - families and patients will be engaged (without disclosing name of retirement home)
    - patients will need to be clear of COVID-19 to be relocated (Public Health)
- B. Guppy noted that while this arrangement was proposed pre- COVID, the need has been highlighted during this pandemic
- Both local MPPs are aware of opportunity and will connect with them before any public pieces are shared

Cash Advance Request

- PSFDH is requesting a cash advance resulting from the COVID-19 related expenses (due to ministry direction) such as physician pay, pandemic pay, assessment centres
- The hospital is approaching high number on line of credit that will quickly become exhausted
- To get endorsement for cash advance; LHIN suggests that PSDFH further extends existing LoC; take a short term loan
- Dr. Guppy noted that this is an opportunity to highlight the working capital issues to the LHIN and LHIN was receptive to this approach; PSFDH will provide a letter with cash advance submission
- The Executive discussed the matter. Dr. Guppy noted that there is currently $1.65 million available on the PSFDH LoC. The pandemic pay and physician funding would be approximately $2.5 million which cannot be met with the current LoC levels.
- LHIN could turn down request and this would impact how PSFDH responds
- Currently paying prime less 1% on line of credit
- Will modify proposed letter and have submission/letter from just Dr. B. Guppy
    - Letter is directed to Renato Discenza
- LHIN does not approve cash advance but endorses the submission
- Brian is compiling required documents and information for submission

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Ramping Up Services

- There is a coordinated regional approach and each hospital is required to complete a feasibility assessment and submit for approval
- Initial regional meeting tomorrow –
- Ramp up would focus on surgery and procedures
- No permission to reinstate at this point
- The coordinated approach will ensure that hospital use all available capacity in the region
- There has been an imbalance experience level of pandemic among hospitals
- The ramp up coordination may involve the movement of physicians and/or patients as an option
- Clinic visits are also falling behind and physicians have been able to manage well as they know their patients well
- DI – behind approximately 1500 procedures/screenings
- Efforts are being made to clear backlog in anticipation of another pandemic wave in the fall
- Risk to have requisitions that we have not acted upon
- PSFDH has asked physicians, NPs to help highlight more necessary procedures/tests

Hospital Activity/Census Increasing

- Bed capacity has been impacted by the need to keep some patients isolated
- ED visits are increasing
- More capacity can be created with the movement (placement) of ALC patients
- Presently there are eight (8) COVID-19+ patients
- Note that some patients on isolation may have other reasons for isolation (not necessarily COVID-19)

ALC proposal was created to better support patients as it was a more appropriate setting while building capacity

Year End Items

- Audit – draft financial statements will be prepared for AGM
- AGM date? The ministry will allow organizations to postpone AGM
- AGM will be held virtually
- The members would like to keep the AGM on schedule, if possible
- Barry and Karen to prepare options factoring in financial statements, awards of excellence
- Other year end reporting – while nothing yet confirmed, some reports/submissions may be also be deferred

Queens Medical Students

- PSFDH will continue to have some medical students present to complete electives
- Discussion with Queens Education Faculty – learners will be onsite but not doing any care of COVID patients
    - Supports student safety
    - Does not require student to use additional PPE
- Students are one on one mentored with overseeing physician

PPE Levels

- Face shields and gowns are being monitored closely
- Working with HLS (Hospital Linen Service) to acquire supply of gowns
- Have accessed internal pandemic supply of gowns
- Efforts underway to build inventory for fall and winter (potential) second wave
- PPE has somewhat stabilize with increased flow from Ministry

Governance – Recruitment Interviews

- J. Hewitt reported that interviews will be held with two applicants on Thursday, May 14.
- An update will be provided by t-con.

End of call at 12:10 p.m.

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