Perth and Smiths Falls District Hospital
Executive Committe
Wednesday, April 15, 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.

The Executive Committee discussion moved to a closed session at 11:32 a.m.

a) Physician Initiatives (challenges, risks, progress) – Dr. K. Stolee

Dr. Stolee reported that PSFDH has five (5) working groups that continue to prepare for any sudden increase in workload. She has implemented "One Drive" information system to share communications and documents with the medical staff. It is anticipated some physicians may become sick and potentially not available for 14 days.

PSFDH will utilize KHSC as a resource for ethics and triage (Ontario Health Triage protocol). PSFDH is part of the Critical Care Regional Group which discusses patient transfers and the alignment of hospital protocols.

She commented that the draft triage document is a fundamental shift in clinical/ethical decision-making. Dr. Guppy noted that the draft document is not an order and as such does not provide any coverage against litigation.

- Any communications with outside organizations – with nursing homes and not attending at hospital; communication shared from Perth physician (not hospital) to area LTC/retirement home – PSFDH is not denying any services; bringing to attention to have family discussion on advanced care directives; stimulus to have discussions now to gain an understanding and clarity on advanced care; some LTC residents with mild symptoms are being monitored at home;

Dr. Stolee commented that some administrative work has been postponed. The MAC will meet April 27 (day before board) to deal with credentialing matters. She added that there were no other critical or outstanding matters at this point and looks forward to getting back on track.

b) Developments and Risks – Dr. B. Guppy

PPE Inventory

- Inventory levels are monitored and discussed daily;
- Some concern that the limited inventory may factor into the care
- trying to follow provincial guidance documents
- PSFDH had a pandemic supply that has been utilized
- Early step at PSFDH was to as, employees and staff to be masked
- Inventory is currently okay as we have been acquiring elsewhere; effort to use inventory before using independently procured items and donations
- Reprocessing Options – acquiring a STERRAD machine; Ministry has indicated to not

reprocess at this point; we are collecting and storing used PPE

The pandemic has highlighted the need for an updated Regional HIS as communications with staff and physicians have been challenging. Communication is via the main system (Meditech) with hard copy hand-outs at each entry point. Communication can be a high risk to ensure that the most current message is known.

COVID-19 Organizational Risk Framework

- developed three (3) versions from different perspectives – CDC, labour and organizational.
- Senior team will review and will share with board

ALC

- agreement with Lanark Lifestyles – anticipate finalizing today; will work on patient assessments today and begin the placements
- COVID+ outbreak at Lanark Lifestyles – should be completed outbreak period; no further concerns; PSFDH patients will be tested before moved over;
- Communications to support this initiative – a joint announcement with Lanark Lifestyles – advised management group that we are entering into an arrangement with local retirement home;
- Donna – bring to board before any public announcement – communication next week

Board Committees – All

- Initial discussions regarding board committee meetings
- Finance Committee – will proceed with a teleconference (briefer) meeting;
    - List of items for agenda
- Quality – next meeting scheduled for May 14
- Liaison – no meeting planned – will need to have an update on Core Capital Program
- Governance – next meeting is May 19
    - Karen to share applications with John Hewitt; board vacancy posting closes Friday, April 17
    - Other items – signing authority, investment policies are key items to consider – defer to future meeting?

Realigning Expectations of Efforts in 2019/20

- Discussed at last meeting
- Potential extension of strategic plan – suggest extending current strategic plan – board item for broader discussion
- Accreditation Survey – Update? Deferral? – SLT agreed to ask postponement to Accreditation Canada; B. Guppy will send letter

Municipal Update

- provided summary of discussion/update with municipalities
- will include in the board meeting materials;
- this type of dialogue may support fundraising efforts

Capital Alliance

- meeting this Friday, April 17; agenda focussed on housekeeping activities,

On behalf of the Board – acknowledge the work of the PSFDH staff and physicians

End of call – 12:15 p.m.

DRAFT