



SPECIAL BOARD MEETING IN LIEU OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TAHOE FOREST HOSPITAL DISTRICT TO BE HELD ON TUESDAY SEPTEMBER 27, 2011 AT 3:30 PM IN THE ESKRIDGE CONFERENCE ROOM, THE OPEN SESSION WILL BEGIN AT APPROXIMATELY 6:00 PM.

### AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Clear The Agenda/Items Not On The Posted Agenda/Input Audience**
4. **Hard Hat Tour of the Cancer Center**
5. **Closed Session:**
  - A. Approval of Closed Session Minutes of 8/23/11
  - B. California Government Code Section 54956.9: Potential Litigation (1 Case)
  - C. California Government Code Section 54956.8: Conference with Real Property Negotiator, Robert A. Schapper, 10113 & 10143 Levon Avenue, Carl Miller Negotiator
  - D. California Government Code Section 54956.8: Conference with Real Property Negotiators, Robert A. Schapper & Rick McConn, 10054 Pine Avenue, Truckee, CA, Dale & Darrel Pierce
  - E. California Government Code Section 54956.8: Conference with Real Property Negotiator, Robert A. Schapper, 10956 Donner Pass Road, Suite 240, Truckee, CA
  - F. Health & Safety Code Section 32155: Medical Staff Credentials
  - G. Government Code Section 54957: Chief Executive Officer Monthly Performance Evaluation
6. **Dinner Break**

APPROXIMATELY 6:00 P.M.

7. **Open Session – Call to Order**
8. **Clear The Agenda/Items Not On The Posted Agenda**
9. **Input – Audience**

Employee Associations

10. **Medical Staff Report**

- A. Department of Surgery
  - Revised Delineation of Privileges for General Surgery
  - Revised Delineation of Privileges for Ophthalmology
  - Wound Care Orders
  - Revision of the Informed Consent Policy
  - Glossary of Layman Terms for Surgical Procedures
    - General Surgery
    - GYN
    - ENT
    - Orthopedic Surgery
    - Ophthalmology
- B. Department of OB/Peds
  - Newborn Orders
  - Standardized Procedure for Newborn Orders
  - Bronchiolitis Orders and Scoring
- C. Infection Control Committee
  - Immunization of Employees
  - Central Line Insertion Check List

ATTACHMENT 1

-Over-

D. P&T Committee

- Anaphylaxis Order-New
- CHF Order-Minor, addition of PT/OT statement
- Cytopenia Orders-New
- ECC Admit Order-Minor revision
- Febrile Neutropenia Order-New
- OB-C-Section Order-Minor, Narcotic reorganization
- OB-Transport Order-New
- OB Triage Orders-Minor
- Camp Pre Post Order-Minor
- Kitts-Outpatient Post Op Order-Minor
- Kitts-Post op-Minor, Mefoxin addition
- Needle Loc & Sentinel Node Order-Minor

**Formulary Changes**

- Nitrostat-**Floor Stock** in Cardiac Rehab
- Anaphylaxis Kit-acute care
- Pamidronate (Aredia) inj.-**Deletion from Formulary**
- Fosaprepitant Dimeglumine (Emend) inj.-**Addition to Formulary, NCCN guidelines**
- Cefoxitin (Mefoxin) inj.-**Addition to Formulary, meet SCIP measures**
- Cefotetan (Cefotan) inj.-**Discussion about formulary use and possible deletion, will need to go to OB/Peds**
- Lactobacillus Rhamnosus GG (Culturelle)-**Addition with Therapeutic Substitution for Lactinex**
- Lactobacillus Acidophilus (Lactinex)-**Deletion from Formulary**

**Policies and Procedures**

- IV Line Venous Access Device Adult Grid-New Heparin flush protocol
- IV Therapy PICC Lines-Heparin concentration change
- IVCH Authorized Personnel Pharmacy-HFAP POC
- IVCH Drug Orders in Absence of Pharmacist-**Deletion, duplicate**
- IVCH Outpatient Pharmacy Services-**Deletion**
- Patient's Own Medication-Minor
- Propofol Continuous Infusion-**Deletion**

E. QA Committee (Medical Record Review Committee)

- Revision of the Handwritten H&P Form

F. By-laws Committee

Revision to the Rules and Regulations regarding using H&Ps performed by practitioners not on the Medical Staff:

4.4-7 The history and physical examination may be performed and documented by any physician permitted by law as long as a physician who is currently a member of the Medical Staff, with privileges to perform a history and physical examination, updates the history and physical examination consistent with these Rules and Regulations. This shall include at least the following:

- a. Review of the history and physical examination document;
- b. Determination that the information is compliant with the hospital's defined content requirements for history and physical examinations:

- c. Obtaining missing information through further assessment as needed;
- d. Update information and findings as necessary:
  - i. Inclusion of absent or incomplete required information;
  - ii. A description of the patient's condition and course of care since the history and physical examination was performed;
  - iii. A signature, date and time on any document with updated or revised information as an attestation that it is current.

The history and physical examination must have been performed within thirty days prior to the patient's admission to the hospital and the update must be completed and documented in the patient's medical record within 24 hours of admission and on the day of any outpatient surgical procedure.

11. **Consent Calendar:** *These items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion. Any Board Member, staff member or interested party may request an item to be removed from the Consent Calendar for discussion prior to voting on the Consent Calendar.*
- A. Minutes of Meeting of 8/23/11 ATTACHMENT 2
  - B. Financial Report – August 2011 ATTACHMENT 3
  - C. New Contracts:
    - a. MSC, Pediatric Pulmonologist, Karen Hardy, M.D. ATTACHMENT 4
    - b. Medical Director Occupational Health Ed Heneveld, M.D. ATTACHMENT 5
    - c. Orthopedic Surgery Call Coverage for James Kelly, M.D. ATTACHMENT 6
  - D. Contract Renewals – No Changes
    - a. Medical Director Rehabilitation Services, Jeff Dodd, M.D. ATTACHMENT 7
    - b. Tahoe Center for Health & Sports Performance Medical Advisor, Paul Krause, M.D. ATTACHMENT 8
  - E. Contract Auto-Renewals – No Changes
    - a. Surgery Locums Coverage Agreement for Roger Delgado, M.D. ATTACHMENT 9
    - b. IVCH Call Coverage for: Johanna Koch, M.D. and North Tahoe Family Care ATTACHMENT 10
    - c. Medical Director, Occupational Health Clinic, Greg Tirdel, M.D. ATTACHMENT 11
    - d. Medical Director, MSC, Greg Tirdel, M.D. ATTACHMENT 12
  - F. Sharps Security Policy ATTACHMENT 13
  - G. Policies & Procedures:\*\* ATTACHMENT 13
11. **Executive Officer's Report** ATTACHMENT 14
- A. COO Operations Report
  - B. Nursing Report
  - C. Legislative / Community Update
  - D. CIO Report
12. **Presentations / Staff Reports**
- A. EHR Update
  - B. FYE 2011 Multi-Specialty Clinic Report ATTACHMENT 15
  - C. TFH Auxiliary Newsletter (Information) ATTACHMENT 16
  - D. NLTCHC Newsletter (Information) ATTACHMENT 17

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**13. Board Committee Reports/Recommendations**

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|---|---------------|
| A. Finance Committee Meeting – 9/26/11    | ATTACHMENT 18 |
| B. Governance Committee Meeting – 9/23/11 | ATTACHMENT 19 |
| C. Quality Committee Meeting – 8/29/11    | ATTACHMENT 20 |

**14. Items for Board Discussion And/Or Action**

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|--|---------------|
| A. Community Health Improvement (CHIP) | ATTACHMENT 21 |
| B. Citizen's Oversight Committee (COC) |               |
| a. Bylaws                              | ATTACHMENT 22 |
| b. New Member Appointment              | ATTACHMENT 23 |

**15. Agenda Input For Upcoming Committee Meetings**

**16. Items for Next Meeting**

**17. Board Members Reports/Closing Remarks**

**18. Closed Session Continued, If Necessary**

**19. Open Session Report of Actions Taken in Closed Session**

**20. Adjournment**

Robert A. Schapper  
Chief Executive Officer

RAS:jlm

\*Denotes material (or a portion thereof) will be distributed at a later date

\*\*The entire manual/document is available for review via the Chief Executive Officer's Office.

Note: It is the policy of Tahoe Forest Hospital District to not discriminate in admissions, provisions of services, hiring, training and employment practices on the basis of color, national origin, sex, religion, age or disability including AIDS and related conditions. Equal Opportunity Employer.

The meeting location is accessible to people with disabilities. Every reasonable effort will be made to accommodate participation of the disabled in all of the District's public meetings. If particular accommodations for the disabled are needed (i.e., disability-related aids or other services), please contact the Executive Assistant at 582-3481 at least 24 hours in advance of the meeting.