

Nebraska Coalition for Patient Safety

Meeting Minutes

Tuesday, October 14, 2008

I. Call to order

Stephen Smith, MD called to order the regular teleconference meeting of the **Nebraska Coalition for Patient Safety (NCPS)** at **1:00pm** on Tuesday, **October 14, 2008**.

II. Roll call

S. Smith conducted a roll call. The following persons were present: E. DeSimone, C. Mlady, M. Seeland, S. Smith, C. Kampschneider, E. Olson, Linda Muell for David Tew, D. Elting, R. McQuillan,. Absent: K. Jones, M. Horn, D. Brown, P. Scholting and A. Svoboda

III. Approval of minutes from last meeting

Members of the BOD reviewed the minutes from the last meeting. The minutes were approved as read.

IV. Open issues

- a) **Reporting Committee Report.** (Steve Smith, MD/ Katherine Jones, PhD, PT co-chairs)
 1. RCAs reported to the NCPS: S. Smith presented a summary of the root cause analyses that have been reported to the Coalition during the first nine months of 2008. Seventeen reports were received. S Smith will provide a summary of the information to all NCPS member hospitals.
 2. Patient Safety Reports. Each month we are developing a Patient Safety Report which is distributed to members of the NCPS. The report summarizes one of the RCAs reported to the NCPS. These reports will also be distributed to the NCPS Board members.
 3. S. Smith, E. DeSimone and M. Seeland met with Linda Ollis, CEO, Creighton University Medical Center regarding their becoming a member of the NCPS. Ms. Ollis indicated they would participate and is having the contract reviewed by their staff. We plan to meet with representatives of Children's Hospital and Nebraska Methodist to solicit their membership.
- b) **Education Committee Report.** (Robert McQuillan, MD, chair)
 1. Evaluation summary of the 9-19-08 RCA workshop was shared. The workshop was rated very high. Twenty-six individuals attended from 14 different hospitals.
 2. The education committee will be meeting on October 27th to discuss plans for an annual educational conference of the NCPS.
- c) **Finance Committee Report.** (Ed DeSimone, RPh, PhD, chair)

1. The report of the finance committee meeting, October 9, 2008, was provided to the Board. The finance committee made a motion that the NCPS not fund any outside requests for funding. Discussion on the motion: we need to maintain adequate financial resources so that we can hire a field coordinator/executive director before we fund outside sources; the NCPS may want to lend the NCPS name to worthwhile educational efforts; agree that we are not in a financial position to fund a lot of requests given the need to hire staff; however we may want to partner with others on certain projects which would include financial support. Vote: Motion denied.
 2. Draft policy for requests for funding was reviewed. See attached policy. Motion was made to approve the policy. Vote: Motion approved.
 3. A field coordinator position description has been developed. The NCPS would contract with the NHA to hire this individual, who would be an NHA employee. A search committee comprised of the executive committee of the NCPS board, plus the interim executive director, will be formed and will conduct the interviews of applicants.
 4. Discussion was held regarding assistance to NCPS member hospitals to complete a root cause analysis. This would be a member benefit, with no charge to member hospitals. The NCPS will contract with K. Jones and other appropriate individuals to conduct RCAs onsite at member hospitals. Motion: the NCPS would contract with Katherine Jones (and other qualified individuals). For NCPS member hospitals, the rate would be \$60/hour plus travel expenses with no charge to the member hospital; the NCPS would pay Katherine Jones (and other qualified individuals) directly. For non-NCPS member hospitals, the cost would be \$100/hour plus travel expenses which the NCPS would bill to the hospital, and the NCPS would pay Katherine Jones (and other qualified individuals) directly. Vote: Motion approved.
 5. Discussion was held regarding renewal of member dues. Options discussed included members being given an additional six to twelve months membership at no additional cost; the finance committee will review the budget and assess the impact. A report will be provided at the next meeting.
 6. Treasurer's report. Opening balance (8/31/08) \$214,955.36. Income \$2,548.00 and no expenses to report. Closing balance (9/30/08) \$217,503.36.
- d) **Communication Committee Report.** (Steve Smith, MD, chair)
1. Logo: Designs for a logo for the NCPS were shared. Members were asked to send M Seeland their top two selections. The logos receiving the most votes will be resent to the Board for a final vote.
 2. Web site: M. Seeland will mock up a web site for the board's review. Requests for proposals to maintain the site range from \$55 to \$90/hour.

V. New Business

- a) The NCPS contract with member hospitals was reviewed to assess whether we are meeting our contractual obligations. Per the contract the NCPS will:

Develop a uniform mechanism for providers to report patient safety events: Form for reporting has been developed and is in use by members.

Provide initial and ongoing training for report completion by member providers. This includes how to accurately and completely conduct a root cause analysis and action plan: two RCA workshops have been completed; two conference calls have been held with members to allow them opportunity to ask questions about the form and its completion.

Host regional educational seminars designed to create a learning environment regarding patient safety: Conference planned for 2009. The NCPS will co-sponsor with Creighton University Medical Center a one day seminar on The Just Culture, June 2, 2009.

Analyze and share information learned from reported patient safety events to member providers: Patient Safety Reports are being developed and distributed on a monthly basis to members.

Report aggregate information on a yearly basis to the public: An annual report was written and distributed in July.

Adhere to the confidentiality and non-disclosure provisions of the Patient Safety Improvement Act: Policies are being followed.

VI. Adjournment

S. Smith adjourned the meeting at **2:00 pm**. The next meeting is planned for December via conference call.

Minutes submitted by: M. Seeland for P. Scholting, PA-C, Secretary NCPS

Minutes approved by: