

# ***Nebraska Coalition for Patient Safety***

## ***Meeting Minutes***

August 25, 2006

### **I. Call to order**

**Stephen Smith, MD** called to order the meeting of the **Nebraska Coalition for Patient Safety** at **10:00 am** on **August 25, 2006** in **Grand Island, NE**.

### **II. Roll call**

S. Smith conducted a roll call. The following persons were present: S. Smith, P. Scholting, D. Brown, K. Jones, M. Seeland, M. Horn, R. McQuillan, E. Olson, and C. Mlady. Absent: K. Peppmuller, C. Kampschnieder, R. Driewer, and E. DeSimone.

### **III. Approval of minutes from last meeting**

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

### **IV. General Discussion**

- a) Conflict of Interest Policy. The Board was asked to approve a Conflict of Interest Policy, which is required by the IRS. After discussion, the policy was approved and signed by attendees.
- b) Nebraska Association for Healthcare Quality (NEAHQ). The NEAHQ will be holding their convention on 11-16-06 in Omaha, NE. The association has requested the NCPS to present an overview on the organization. The Board approved the concept of having representatives from each of the associations to be on hand to discuss the importance and relevance of the NCPS.
- c) Review of existing Strategic Goals and Mission Statement for the NCPS. Following discussion, no changes were made to the current goals and mission statement.
- d) Karen Peppmuller, public representative on the NCPS Board, has asked to step down as she has accepted a full-time position and feels it would be difficult to continue on the Board.

### **V. Committee Reports**

- a) **Reporting Committee:** K. Jones reporting. 1) The committee reviewed the results from the recent survey directed toward CEOs of Nebraska Hospitals. Results included 37 respondents out of 86 surveys sent to CEOs. 30% of the respondents were not from Critical Access Hospital. In regards to the survey question regarding topical quarterly reports, 100% responded positively. Discussion continued regarding the results of this survey. The information obtained from this survey will help guide the Board in our initial work. In summary the survey revealed that collaboration on education, engaging

physicians, engaging hospital boards and reporting more than harm were important to hospital CEOs. In addition, the results concluded that the NCPS to provide tools for conducting root cause analyses. 2) Information gained from conversations with Minnesota and Oregon provided the Board insight in mandatory versus voluntary reporting programs. This information was summarized by K. Jones. 3) Discussion was held regarding what types of information should be reported through the NCPS. Models from the National Quality Forum (NQF-27) and JCAHO. Development of a defined list for reportable events. Near misses with and without a root cause analysis. Process for reporting events was discussed. Conversation was held regarding the development of timelines for reporting.

- b) **Education Committee:** R. McQuillan, Chair, reporting. 1) Spring 2007 is the target date for a NCPS Educational Meeting to be held in conjunction with the National Patient Safety Week. Meetings would be arranged in the Omaha/Lincoln area, Grand Island/Columbus area, and North Platte/Scottsbluff region. The focus of these meetings would be on root cause analysis and reporting mechanisms. 2) BOD and CEO educational effort. Video conferences may be a mechanism to reach Critical Access Hospitals. The video conferences would be directed toward hospital CEOs and hospital Board of Directors. 3) Statewide Organizations. Annual meetings for medical organizations would be an opportunity to present reporting mechanisms tailored toward each organization. 4) Education and Training. McQuillan presented multiple ideas based on existing group training models. Examples from IHI, JCAHO, Tricare Team Steps, and Proprietary Organizations.
- c) **Finance Committee:** E. DeSimone not present. 1) M. Seeland will act as the interim Executive Director for the NCPS. The Nebraska Hospital Association has allotted within Seeland's schedule to allow her to function in this position. McQuillan and Jones made motions for approval. The BOD approved this position and plans will be made to develop a job description. 2) NCPS Budget. The Board worked on developing the framework for a financial budget. Estimates were as follows: Executive Director salary 70K, fringe benefits 30K, support staff (0.5 FT) 40K with 10K for fringe benefits. Field Coordinator (1 FT) 60K with 10K allotted for benefits. Rent approximately \$500/month with additions for supplies, phone, and utilities. D/O insurance 4K, travel 12K per person/year (\$.44 mile), food 4K per person/year, hotel expenses 2K per person/year (20 night/year/per person). Data systems 50K/year. Education Committee was allotted 10K for CME, 10K for hospital BOD, and CEO meetings, 5K for state organizations. Training for Team Steps (if pursued) 20K, BOD expenses for travel, food, and hotels at 5K (14 BOD currently). 3) Annual operational budget was estimated at 500K. Grant and funding options were reviewed.

## **VI. Future Discussion**

- a) Search for a replacement for K. Peppmuller. Associations will be contacted for suggestions.

- b) Future meeting. Teleconference for the BOD scheduled for October 10, 2006 from 3:00-4:30 pm. regularly scheduled meetings for September and October are cancelled. A meeting at the end of October will be scheduled in Grand Island.
- c) M. Seeland and K. Jones will work on developing grant for the Hawks Foundation.
- d) M. Seeland will resend the CEO survey to see if we are able to capture the remaining hospitals that did not initial respond.
- e) K. Jones and S. Smith will organize a Reporting Committee meeting in the near future, so that we can begin to finalize the questions raised at today's meeting.
- f) M. Seeland, S. Smith, and K. Jones will complete the contracts for each of the various hospitals.
- g) M. Seeland will update the slide deck as to our work and email this to each of the BOD members. These can be utilized through discussions with our associations.
- h) R. McQuillan and K. Jones will be working on an educational program. K. Jones has been selected as an Institute for Healthcare Fellow and will use her work with the NCPS as her project. Team Steps will be further investigated for group training in patient safety.
- i) S. Smith will finalize the job description for the Executive Director position.
- j) M. Seeland, D. Brown, and E. DeSimone will continue work to finalize the financial budget.

## **VII. Adjournment**

**S. Smith** made a motion to adjourn the meeting at 3:00pm. D. Brown and P. Scholting seconded this motion.

Minutes submitted by: Patty J Scholting, PA-C

Minutes approved by: