

Northwest Kidney Centers Safety Committee Meeting Minutes: June 6, 2018, 1:30-3:00: K-view Meeting (Blagg, Haviland, Lake Washington, Port Angeles, and SeaTac)

Present Members: Mary McHugh, Cole Kavanagh, Ashish Kumar, Sarah Green, Kim Frodsham, Danny Wiederrick, Fiona Wolf, Kathy Lilienthal, Michelle Reyes, Donna Ballard, Alvin Tran for Andy Voorhies.

Absent Members: Sherie Chipperfield, Ray Robles, Melina Randall, Cindy Black, Tammy Heck, Tosha Whitley, Chris Grove, and Andy Voorhies

Facilities: Auburn Kidney Center, Broadway Kidney Center, Elliott Bay Kidney Center, Enumclaw Kidney Center, Federal Way East, Federal Way West, Kent Kidney Center, Kirkland Kidney Center, Lake City Kidney Center, Lake Washington Kidney Center, Port Angeles Kidney Center, Renton Kidney Center, Scribner Kidney Center, SeaTac Kidney Center, Seattle Kidney Center, Snoqualmie Ridge Kidney Center, West Seattle Kidney Center, Distribution Center, Blagg, Haviland, and SeaTac Administrative Locations.

AGENDA	ITEM	ACTION	COMPLETION	FOLLOW UP
Administrative	Approval of March minutes			All members
Standing Agenda Items				
Accident and Injury Data	Safety Alert System (SAS)	Provide the committee with employee injuries by NKC location and type (needle stick, back injury, etc.) for the prior four quarters.	Regular agenda item.	For the last 4 quarters, the major employee injuries have been needle sticks (21), staff Slips, Trips & Falls (16), back injuries (19), and strains and sprains (6). The single highest injury location (with its high population) was Seattle clinic at 12, (half were needle sticks). New issues have arisen since the March committee meeting: “Threat of Violence” (2) and “Verbal Assault/Abuse” (3), “Theft” (3)
Previous Agenda Items				
Improvements to Emergency Communications Policy	Process Improvement	Public Relations: New release of communication policy.	COMPLETE	Linda Sellers and Jane Pryor have released a simplified, direct version of the policy. It has been incorporated into the EOC User’s Guide.

EOC User's Guide	Process Improvement	Cole: produce a brief handbook for those serving on the Incident Command staff.	CLOSED	Text is complete and approved. These thin red guidebooks will be placed in the EOC supply tubs at Blagg, Haviland and SeaTac EOC locations on 6/7/18.
New Agenda Items				
CMS Compliance	SeaTac CMS Survey 4/18 – emergency prep lessons learned	Zero findings under Emergency Preparedness, no OSHA-related findings.	CLOSED	Items from Renton survey were corrected before SeaTac survey.
Non-free rolling clinical stools trials	Reduce Slips, Trips & Falls	Stools with special decompression casters were deployed for employee satisfaction evaluation at Scribner, SeaTac, Elliot Bay on 5/31/18.	OPEN	Cole will interview clinic staff on Friday, 6/15, and provide assessment of responses. There have been four stool related falls since the March committee.
After Action Reports (AAR) and Lessons Learned				
Seattle regional surge exercise 4/3/18.	Distributed the AAR to all safety committee members	Participation in an annual regional emergency preparedness exercise is a CMS requirement. NKC is now compliant through April 2019.	CLOSED	MVPs during the exercise: Linda Sellers and Laura Nepute. Well led event by AOC Jane Pryor. All clinics participated by reporting status. Majority of play was Hospital Services. 14 of 23 Hospital Services employees who were on duty responded to the Tiger Text notification from Hospital Services leaders. After the exercise, Lois and Melina have set expectations for full participation by on duty HS staff, including during exercises.

Master List of AAR action items		To make sure all of the lessons-learned are captured, evaluated, and executed, Cole will prepare a master list of items gleaned from all AARs. This list will be provided to all members of the Safety Committee.	OPEN	Send to committee members following June meeting.
Continuing Agenda Items HR Communications	Staff emergency communication	It is no longer practical to call HR as the only alternative to calling clinic managers.	HR PROJECT ON HOLD	Bob Peck and the HR team will benchmark against other companies in 2018 and evaluate alternatives that meet NKC's needs. Bob said he has no project update as of 2Q18.
Recruit new safety committee members	Maintain professional diversity of the safety committee	Tosha continues clinical recruitment.	Clinical – OPEN	Tosha will identify RN and DT clinical staff recruits for safety committee.
Continued Safety Projects	Back Safety	Develop a staff training competency for patient lifting. Also, develop training for non-clinical employees engaged in lifting. Develop a policy that provides guidance on when patients should be required to come in for dialysis already sitting on a disposable lift sling.	CLOSED in Safety Committee; moved to Operations Committee with Debra Marcella as sponsor.	<ul style="list-style-type: none"> • Lisa updated in June the “Annual Competency Checklist – Arjo” CD-A1008A. A roll out by Clinical Directors is needed. • Heather Johnson has left NKC. Cole will discuss with Debra Marcella to take to the Clinical Directors' for consideration – Patients arriving on slings. This was passed from Safety to Operations committee.

AGENDA	ITEM	ACTION	COMPLETION	FOLLOW UP
Employee Suggestions	Kathy Lilienthal – what guidance and support should be provided to Port Angeles home patients in the event of an emergency?	Cole will discuss with Jayson Hood and Jan Omri and report back to the committee on the role of all incenter units with the decentralized home program.	OPEN	
	Next meeting	Wednesday, September 5, 2018 1:30-3:00 pm. K-view		