

Northwest Kidney Centers Safety Committee Meeting Minutes: December 5, 2018, 1:30-3:00pm:
K-view Meeting (Auburn, Blagg, Haviland, Lake Washington, Kirkland, Port Angeles, and SeaTac)


Present Members: Mary McHugh, Cole Kavanagh, Cindy Black, Ray Robles, Alvin Tran, Sherie Chipperfield, Kim Frodsham, Melina Randall, Danny Wiederrick, Fiona Wolf, Cindy Black, Donna Ballard, Kathy Lilienthal, Adrian Fomby and Sheila Barnett.



Absent Members: Ashish Kumar, Tosha Whitley, Chris Grove, Kelsey Sprague and Tammy Heck

Facilities: Auburn Kidney Center, Broadway Kidney Center, Elliott Bay Kidney Center, Enumclaw Kidney Center, Federal Way East Kidney Center, Federal Way West Campus Kidney Center, Fife Kidney Center, 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, Home Hemo & PD Programs, Hospital Services, Distribution Center, Blagg and Haviland Administrative Locations.

AGENDA	ITEM	ACTION	COMPLETION	FOLLOW UP
Administrative	Approval of September minutes			All members: Approved.
Membership		Welcome Adrian Fomby replacing Sarah Green representing Social Work and Sheila Barnett representing Clinical Education.		
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. Back = 15, Strain/Sprain = 7, Slips = 19, Needle sticks = 17.	Regular agenda item.	For the last 12 months, beginning with December 2017, the major employee injury data from SAS was examined by type of injury, frequency and location. The SAS data (.pdf) was sent to committee members 11/30/18, prior to this meeting.

<p>Previous Agenda Items</p> <p>EOC User's Guide, Incident Command Guide and the NKC Emergency Plan</p> <p>EOC Activation and follow up</p> <p>Home/PD programs hazard vulnerability assessments (HVA) for home patients</p>	<p>Tools for Success in emergencies</p> <p>Century Link land line failure at 6 clinics on 7/31/18, 11:30 – 13:20.</p>	<p>Cole: Link the EOC and IC guides to the Emergency Plan. Place the plan on Policy Manager for 2019.</p> <p>Flip phones were not a reliable way to reach clinics during a 7/31/18 landline outage.</p>	<p>COMPLETE Nov. 2018</p> <p>COMPLETE</p> <p>COMPLETE</p>	<p>Committee members were encouraged to offer process improvements or future project ideas to address, (1) musculoskeletal injuries, (2) slips, trips and falls, and (3) needle sticks.</p> <p>The EOC and IC guides (red binders) are in ready boxes at Blagg, Haviland and SeaTac emergency operations centers.</p> <p>During the 2nd Half 2018 Safety surveys, each clinic's flip phones were checked for proper set up and called by Cole. SeaTac clinic was missing one phone. At three clinics, phones were relocated where they can be better heard by staff.</p> <p>NDAC surveyor citation regarding regional hazard vulnerability assessments for patients who dialyze at home. A matrix by zip codes was developed and provided to Home Programs who used it in their September patient training.</p>
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<p>New Agenda Items</p> <p>Exposure to Eye and Eye Wash Station not accessible to employee</p> <p>Environment of Care Rounding Tool</p> <p>After Action Reports (AAR) and Lessons Learned</p> <p>IT Server failure affecting all NKC locations 10/24/18 due to unscheduled Microsoft upgrade.</p>	<p>West Seattle Kidney Center</p> <p>Making the semiannual Safety survey more efficient and comprehensive</p>	<p>Team approach to semiannual compliance survey. Tested at Fife clinic 11/19/18.</p> <p>EMR and other systems were off line 3 hours, 35 min.</p>	<p>OPEN</p> <p>Clinic rounds begin 4/4/19.</p> <p>COMPLETE</p>	<p>Cole has identified eye drop squeeze bottles that could be available for staff unable to access the eye wash station. Cole will take to NKC Products Committee.</p> <p>Team: Chris Grove, Steve Matz, Alan Brandon, Tammy Heck, Donna Ballard, Cole Kavanagh.</p> <p>Each unit survey will include Unit Manager, FSS, and other front line staff.</p> <p>The IT department has improved both AOC and IT Helpline communications processes. This should result in more timely and decisive action in future incidents. Alvin Tran said that the current EMR transition to Clarity® will mitigate some of the risks that resulted in this outage.</p> <p> Review with your clinic staff the steps you would take if you suddenly did not have computer access to EMR and other systems.</p>
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<p>Power Outage at SeaTac 11/22/18, Thanksgiving Day</p>		<p>Power surged on and off twice for 2-3 minutes within 10 minute period. Plant Ops will investigate lack of generator performance.</p>		<p> Ten clinics have generators. At the next fire drill or staff meeting review with your team the location of the panel for the emergency generator. Explain how to read the alerts. Report results at next committee meeting.</p>
<p>Continuing Agenda Items HR Communications</p> <p>Disaster Book</p>	<p>Staff emergency communication</p> <p>Disaster Book (Orange Book) update scheduled for January 2019</p>	<p>It is no longer practical to call HR as the only alternative to calling clinic managers.</p>	<p>HR PROJECT ON HOLD</p> <p>OPEN</p>	<p>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 4Q18.</p> <p>Cole Kavanagh and Catherine Benn will develop a standard 2019 update packet. This packet will be sent to all holders of the Orange Book in early January. Verification that the change was entered will be checked during the April-May 2019 EOC Rounds.</p>
<p>Employee Suggestions</p>	<p>Stretching and exercise to prevent ergonomic injuries.</p>	<p>Kjersti Johnson and Kelsey Sprague recommend stretching by clinic staff.</p>	<p>COMPLETE</p>	<p>Cole will provide clinic managers with stretching posters for clinic break rooms during the EOC Rounds in April-May 2019. Cole sent two stretching YouTube videos on 10/5/18 to all Safety committee members.</p> <p> Stretching works. Ask at your next employees' meeting if there is interest in more stretching information. Fiona Wolf and Nutrition and Fitness</p>

				department have agreed to provide TheraBand® stretching bands to employees upon request.
2019 Committee meetings		<p>Wednesdays, 1:30-3:00 pm. K-view</p> <p>March 6, 2019</p> <p>June 5, 2019</p> <p>September 4, 2019</p> <p>December 4, 2019</p>		<p>A Nov. – Dec. survey of committee members indicated that Wednesday afternoon remains a good meeting time.</p> <p>Members who develop a recurrent scheduling conflict should call Cole in advance. We can discuss with your supervisor the possibility of getting another person from your department to serve on the Safety committee.</p>