
Regular Session Agenda
February 3, 2016

<u>Call to Order & Minutes:</u> Action Requested	3:30
<ul style="list-style-type: none">• Jan 19 Special Session (pages 2-3)• Jan 20 Special Session (pages 4-11)• Jan 29 Special Session (pages 12-13)	
<u>Patient Story:</u> Joyce Cardinal	3:35
<u>Required Approvals:</u> Action Requested	3:40
<ul style="list-style-type: none">• Medical Staff Credentials/Appointments/Reappointments (page 14)• Medical Staff Policy (page 15)• Resolution 2016-06 Equipment Surplus (page 16)	
<u>Resolution 2016-07:</u> Action Requested	3:45
<ul style="list-style-type: none">• Regular Board Meeting Time Change (page 17)	
<u>Public Comment:</u>	3:50
<i>(Alternative methods of providing public comment on any item on the agenda or any other hospital issue is through a letter addressed to Commissioners at 834 Sheridan Street, Port Townsend, WA 98368 or email to Commissioners at commissioners@jgh.org)</i>	
<u>Patient Advocate Report:</u> Jackie Levin	3:55
<ul style="list-style-type: none">• 4th Quarter and Year End Report	
<u>Administrator's Update:</u> Mike Glenn	4:15
<u>Board Reports:</u>	4:25
<ul style="list-style-type: none">• Board Representatives on Administrative Committees• Legislative Report	
<u>Adjournment:</u>	4:45

This Regular Session will be officially audio recorded.

Jefferson County Public Hospital District No.2
Board of Commissioners
Special Session Minutes
January 19, 2016
Jefferson Healthcare Conf Room
2500 W. Sims Way suite 302

Call to Order

The meeting was called to order at 12:00pm by Chief Governing Officer Buhler. Present were Commissioners Buhler, De Leo, Dressler, Kolff and Ready. Also present were Mike Glenn, CEO, and Suzy White, Administrative Assistant. The meeting was officially audio recorded by Jefferson Healthcare.

Administrative Update:

Mike Glenn provided an administrative update on the following items:

- Mr. Glenn's Leadership role with WSHA
- Organization Challenges: ESSB, Union Negotiations, Provider compensation task force, Reimbursement and physician quality reporting system (PQRS)
- Recruit, re-recruit and stabilize leadership
- Advocacy agenda items included: mental health, dental health, single payer healthcare and rural health
- 2016 Initiatives and project prioritization

At 1:30pm Commissioner Buhler announced a 10 minute recess. At 1:40pm Commissioner Buhler reconvened the meeting.

Policy, Procedures and Bylaws:

Commissioner Buhler announced at today's meeting we will discuss how to effectively work together as a Board. Items listed to review included:

1. Bylaws/Policies
2. 2016-18 Strategic Planning Process
3. Board Agenda
 - a. Board member input
 - i. At least 7 days before the board meeting

Commissioner Ready made a motion that any board member may recommend or request an item for board discussion by submitting the item to the CGO no later than seven business days before the board meeting. Commissioner Kolff seconded.

Action: Motion passed unanimously

4. Board/staff interactions

Commissioner De Leo made a motion that all requests for staff time and resources be routed to the CGO or CEO, Commissioner Dressler seconded the motion.

Action: Motion passed with 3 in favor, Commissioner Kolff opposed and Commissioner Ready abstained.

Policy Manual:

Commissioners agreed to review the Policy Manual, which was eliminated at the 10/28/2015 meeting, to determine which sections to keep or remove.

4.5 members code of conduct:

Commissioner Ready made a motion to adopt the 4.5 Board of Commissioners' Code of Conduct section in the Policy Manual as written. Commissioner Kolff seconded.

Action: Motion passed 4 in favor Commissioner Dressler abstained.

Commissioner Ready made a motion the board adhere to formal salutation during all board meetings. Commissioner De Leo seconded the motion.

Action: Motion passed 4 in favor Commissioner Kolff opposed.

Commissioner Kolff made a motion to take the recently rejected policy and submit to Commissioner Dressler as secretary comments about any section of the policy we would like to see incorporated in the new policy. Commissioner De Leo seconded.

Action: Motion passed unanimously.

Commissioner Kolff rescinded the previous motion and made a motion for Commissioners to bring their comments on the policy manual to the next work session Commissioner Dressler seconded.

Action: Motion passed 4 in favor Commissioner De Leo opposed.

Commissioners agreed using a facilitator for the next work sessions scheduled for Feb 16, Feb 23, Mar 15 and tentative for Mar 29. The work sessions will run 10:00am-4:00pm.

Commissioner Kolff requested a presentation on opiate addiction by Dr. Locke at a future board meeting. The commissioners agreed to an informational presentation.

Commissioner Kolff requested the Board meetings to begin at 3:00pm. The commissioners agreed to draft a resolution for Board meetings to start at 3:00pm beginning March 2.

Commissioners Kolff and Dressler will be the commission representatives assigned to the medical executive committee for the first quarter.

Adjourn:

Commissioner Dressler made a motion to conclude meeting. Commissioner Ready seconded the motion.

Action: Motion passed unanimously.

Meeting concluded at 4:12pm.

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

**Jefferson County Public Hospital District No.2
Board of Commissioners
Special Session Minutes
January 20, 2016
Jefferson Healthcare Conf Room
2500 W. Sims Way suite 302**

Call to Order:

The meeting was called to order at 12:32 pm by Commission Buhler. Present were Commissioners De Leo, Dressler, Kolff and Ready. Also present were Mike Glenn, CEO, Joyce Cardinal, CNO, Hilary Whittington, CFO, Lisa Holt, CAO, Brandie Manuel, Executive Director Quality, Kate Burke, Marketing Director, and Suzy White, Administrative Assistant. This meeting is being officially audio recorded by Jefferson Healthcare.

Patient Story:

Joyce Cardinal shared two patient stories one from the family Birth Center and another from the Intensive Care Unit.

Minutes:

- January 6 Regular Session

Commissioner De Leo made a motion to approve Jan 6 regular session minutes as presented. Commissioner Dressler seconded the motion.

Action: Motion passed unanimously.

Resolution 2016-02:

- Proposition No. 1 Port Townsend School District No. 50 Bonds to Construct and Improve Schools

Public Comment

Two citizens commented on the Port Townsend School District Bonds.

Commissioner Kolff made a motion to approve Resolution 2016-02 as presented in support of the Port Townsend School district bonds to construct and improve schools. Commissioner De Leo seconded the motion.

Action: Motion passed unanimously.

Resolution 2016-03:

- Proposition No. 1 Chimacum School District No. 49 Facility Improvement General Obligation Bonds

Public Comment

A citizen commented on the Chimacum School District Facility Improvement General Obligation Bonds.

Commissioner Dressler made a motion to approve Resolution 2016-03 in support of the Chimicum School District No. 49 Facility Improvement General Obligation Bonds as presented. Commissioner De Leo seconded the motion.

Action: Motion passed unanimously.

Required Approvals:

- Dec Warrants and Adjustments
- Resolution 2016-05 Cancel Dec Warrants
- Resolution 2016-04 Equipment Surplus

Commissioner De Leo made a motion to approve Resolution 2016-05 to cancel warrants as presented and Resolution 2016-04 to surplus equipment as presented. Commissioner Dressler seconded the motion.

Action: Motion passed unanimously.

Public Comment:

Public was present, no additional comments were made.

Chief Medical Officer Report:

Dr. Mattern gave an update on our participation in the Rocky Mountain Accountable Care Organization (ACO) and next steps.

Financial Report:

Hilary Whittington gave a presentation on December's financial performance.

Administrator's Report:

Mr. Glenn distributed a written report and gave an update on new Providers and Chief Nursing Officer position.

- Advocacy Meeting in Olympia and Advocacy Agenda

Mr. Glenn presented recommendations for the Jan 29 Advocacy Agenda Slate to improve funding for inpatient and outpatient community based mental health services, allocate additional capital funding to expand current and build new inpatient psychiatric care facilities in Jefferson County and Washington State, allow inpatient psychiatric services to be included as a eligible service in a critical access hospital and thereby eligible for cost based reimbursement, allow small rural hospitals to participate in a new payment and care delivery model demonstration project and create a safety net that would allow rejoining the critical access hospital program if the new model does not work and support of single payer healthcare.

Commissioner Kolff presented a resolution supporting single payer healthcare to include House Bill 1025 and Senate Bill 5132.

Commissioner Ready made a motion to approve the proposed advocacy agenda slate as presented with amendment to support single payer to include House Bill 1025 and Senate Bill 5132 to be the advocacy slate for the upcoming visit.

Commissioner Kolff seconded the motion.

Commissioner Buhler stated the motion was out of order to include the amendment to support the House Bill 1025 and Senate Bill 5132.

Action: Commissioners approved the amendment is in order 3 in favor and Commissioners Dressler and Buhler opposed.

Commissioner Ready's motion to approve the proposed advocacy agenda slate as presented with amendment to support single payer to include House Bill 1025 and Senate Bill 5132 to be the advocacy slate for the upcoming visit. Commissioner Kolff seconded the motion.

Action: Motion failed two in favor and Commissioners De Leo, Dressler, and Buhler opposed.

Commissioner Dressler made a motion to approve Advocacy Agenda slate as presented in the power point presentation. Commissioner De Leo seconded the motion. Commissioner Dressler amended motion to include: Jefferson Healthcare supports the continued study and ultimate implementation of comprehensive single payer healthcare. We call upon all elected Local, State and Federal Leaders to work together in the spirit of cooperation to objectively study the design and implementation of a balanced and sustainable single payer healthcare system that will serve the long term healthcare interests of all people in our Hospital District and beyond.

Action: Motion passed unanimously.

Board Reports:

Commissioner Buhler reported on the Dec 17 Board of Health meeting, minutes attached.

Commissioner Kolff reported on an article he sent to commissioners on the national opiate epidemic. He also asked about Commission Representation on Administrative committees and agreed to participate in the patient advocate meeting in the interim.

Commissioner Ready reported on the community health improvement access to care committee that he and Commissioner De Leo attended.

Commissioner Dressler reported on the community health improvement immunization task force.

Commissioner Kolff reported on the community health improvement mental health and chemical dependency task force and chronic disease prevention

Adjourn:

Commissioner Dressler made a motion to adjourn to conclude the meeting. Commissioner De Leo seconded the motion.

Action: Motion passed unanimously.

Meeting concluded at 2:18 pm.

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

JEFFERSON COUNTY BOARD OF HEALTH
MINUTES

Thursday, December 17, 2015

Jefferson County Public Health, 615 Sheridan Street, Port Townsend WA 98368

Board Members

Phil Johnson, County Commissioner District #1
David Sullivan, County Commissioner, District #2
Kathleen Kler, Vice-Chair, County Commissioner, District #3
Kris Nelson, Port Townsend City Council
Sheila Westerman, Chair, Citizen at large
Jill Buhler, Hospital Commissioner, District #2
John Austin, Citizen at large

Staff Members

Thomas Locke, MD, Health Officer
Jean Baldwin, Public Health Dir
Julia Danskin, Public Health Manager
Jared Keefer, Env. Health Dir
Veronica Shaw, Public Health Deputy Dir
Michael Dawson, Water Quality Dir

Vice-Chair Kler called the December 17, 2015 meeting of the Jefferson County Board of Health to order at 2:30 p.m. A quorum was present.

Members Present: Phil Johnson, David Sullivan, Kathleen Kler, Kris Nelson, Jill Buhler, John Austin

Staff Present: Jean Baldwin, Jared Keefer, Denise Banker, Karen Obermeyer, Dunia Faulx

Members and Staff Absent: Sheila Westerman, Thomas Locke, Julia Danskin, Michael Dawson, Veronica Shaw

APPROVAL OF AGENDA

Vice-Chair Kler called for approval of the December 17, 2015 Agenda.

Member Austin noted a typo in the agenda draft and asked that it be corrected. The word "rapid" was corrected to "rabid" in Section IV, Old Business, item #1.

Member Austin also asked that there be an additional section added to the agenda that would function as a "follow-up" report on actions requested of staff by the Board. It was noted a letter the Board had requested staff compose had gone unheeded.

Member Sullivan moved to approve the agenda as amended; the motion was seconded by Member Nelson. No further discussion. The motion passed unanimously.

APPROVAL OF MINUTES

Vice-Chair Kler called for approval of the October 15th minutes.

Member Sullivan moved to approve the agenda; the motion was seconded by Member Austin. No further discussion. Vice-Chair Kler reiterated the typo in the agenda be corrected. The motion passed unanimously.

PUBLIC COMMENT

Members of the public were in attendance to comment on the Food fees for which there was a public hearing scheduled. Members of the public included: Jim Lobato of Sobremesa Tacos; Susan Maxwell of Crust Pies and Market Kitchen; Mike Aarbin of Mo-Chilli BBQ. Members of the Board and Staff introduced themselves.

OLD BUSINESS ITEMS

1. Rabid Cat in Jefferson County

Jean Baldwin, Director, JCPH reported to the Board on the occurrence of a rabid cat in Jefferson County. Ms. Baldwin noted there is only one strain of the rabies virus among wildlife in this area and that the cat indicated this strain. Bats carry the particular strain of the disease so it was assumed the cat was infected by a bat. Other pets in the household are quarantined for a period of 6 months and are being monitored by Animal Control officials. Four people were treated for possible rabies infection. Baldwin noted an erroneous press release, which linked rabies to a sick coyote that had been euthanized by WA Fish and Wildlife, had been retracted by the Jefferson County Leader. Overall the rabies incident provided a teachable moment for the County.

2. Department of Health Marijuana Prevention Project

Ms. Baldwin reported to the Board on a grant provided by the Department of Health that contributes marijuana tax revenue to fund prevention projects focused around “No Initiation” among youth ages 12-21. Public Health staff is involved in supporting prevention activities, one of which is a presentation by Jerry Blackburn, Chemical Dependency Counseling and Education Consultant, to be held Monday, January 11, 2016, 6-8 pm at the Chimacum High School Library.

3. DBHR Substance Abuse Prevention Events

Ms. Baldwin continued to report to the Board on activities, funded by the same grant, geared toward prevention. A science-based training program, Strengthening Families Program, to be held Thursdays, February 4 – March 17, 2016, at the Irondale Church, 681 Irondale Rd, Port Hadlock. Training equips participants with necessary life, communication, and social skills.

4. Port Townsend Paper-Mill Solid Waste Facility Financial Assurances

Jared Keefer, Environmental Health Director, JCPH reported to the Board that the Port Townsend Paper Mill had completed its financial assurances requirement. Mr. Keefer told the Board that a Trust had been set up in the name of Jefferson County, the monies from which are to be used in closure and post-closure activities in regards to the Waste Facility clean up. The dollar amount contributed by the Mill as part of the assurances requirement is tied to CPI and will fluctuate accordingly. Board members wondered out loud if the Trust account was interest bearing. Mr. Keefer assured Board members he would find out and report.

5. Olympic Accountable Communities of Health (ACH) Plan Submittal

Ms. Baldwin reported to the Board about ACH activities. Through diverse multi-sector partnerships the three-county work group had completed its plan and had submitted it to the Health Care Authority with the goal of receiving ACH designation.

6. Community Health Improvement Plan Update

Karen Obermeyer, Community Health Educator, JCPH reported to the Board on Community Health Improvement Plan (CHIP) activities. The four work groups that were previously established have completed the norming and forming stages and are in the process of identifying long-term and short-term goals. The CHIP groups are working on four priority areas: Mental Health and Substance Abuse, Access to Healthcare, Immunization education and accessibility, and chronic disease prevention.

NEW BUSINESS

1. Public Hearing: Food Safety Program Fees Vice-Chair Kler opened the Public Hearing at 3:10 and invited Mr. Keefer to speak to the issue of Food Safety Program Fees.

Mr. Keefer reminded the Board of the discussions leading up to the public hearing and the rationale for the new fee schedule. It was emphasized that JC fees do not cover all costs involved in maintaining a food safety program and that the roughly 10% increase in costs to restaurateurs represents an effort to recover more costs associated with the program. Jefferson County general fund subsidizes the cost of the Food Safety Program. Mr. Keefer reiterated ongoing efforts to establish efficiency in the program and emphasized the need to lay a foundation for transition to a risk-based rather than type of operation as a basis for fee setting.

Vice-Chair Kler opened the floor to members of the public. Mr. Jim Lobato, Sobremesa Tacos asked when the new fees were to take effect and asked how the fees compared to fees in surrounding counties. Mr. Keefer answered: January 1, 2016; and told Mr. Lobato Jefferson County fees were lower than surrounding counties.

Mike Aarbin, Mo-Chilli BBQ asked about strategies for risk-based fee assessments, commented on the expense involved in mobile unit food fees, and wondered if there were a way to make the permit application more efficient. Mr. Aarbin was particularly concerned about individual and redundant costs involved in setting up at various locations; redundant costs involved in having a food-truck kitchen and commissary kitchen, and redundancies in costs associated with menu items.

Kris Nelson, Port Townsend City Council, and local restaurateur explained various fees are associated with risk and are based on proximity, in the case of mobile kitchens, to hand-washing facilities. Nelson said in the case of menu items it's wise to put as many menu items on a proposed menu as possible to avoid paying additional fees associated

with changing the menu. However, Nelson did express concern over the problem of the complexity of the permit application process.

David Sullivan, Commissioner, Jefferson County Board of County Commissioners told the group he was concerned by community responses to the costs associated with single-event permits.

It was decided there needs to be a work group formed composed of interested community members, restaurateurs, and food program representatives to look for inefficiencies, tighten categories, and establish evenly distributed fees across risk-based categories with the aim of simplifying the program, cutting overhead costs, and moving the Food Safety Fees to a budget neutral program. Members of the public and Member Nelson recorded their names and contact information on a sheet of paper in the first step toward forming a work group. Mr. Keefer will follow through with assigning staff to the group, invitations to interested parties to join, and establishing a working schedule for the group

Vice-Chair Kler closed the public hearing at 3:40 and moved to approve the Fee Schedule.

Member Nelson motioned to approve. Member Buhler seconded. No further discussion ensued. The motion passed unanimously.

2. JCPH Draft Policy: Physical Activity in the Workplace

Ms. Obermeyer updated the Board on work being done in regards to policy updates. The effort is motivated by making it easier for people in the work environment to make healthier choices. Steps being taken toward this end include removing barriers to healthy choices, providing encouragement for walking groups, educating employees about insurance benefits that offset the costs associated with gym membership and entrance fees. It was noted that "Sitting is the new tobacco."

3. JCPH Draft Policy: Breast Feeding in the Workplace

Ms. Obermeyer told the Board this policy is in keeping with Federal mandates and encouraged the County to adopt a policy as well. Added to the JCPH policy is a Location Support.

4. JCPH Draft Policy: Tobacco Use

Ms. Obermeyer informed the Board this policy was updated to include vaping. It was noted that the establishment of "tobacco free campuses" has a positive effect in relation to smoking cessation.

5. JCPH Director Search

Ms. Baldwin reported to the Board that a job description had been submitted to the county administrator and that work had been done in deciding how to proceed in a formal Director Search. The search committee will be composed of two members of the Board of Health, the Jefferson County Health Officer, and the County Administrator. Ms. Baldwin asked for volunteers from the Board. Member Austin volunteered as did Vice-

Chair Kler. The official search will be announced as soon as decisions have been made in regards to how the search will be conducted.

6. 2016 BOH Calendar

The draft calendar for 2016 was presented to the Board. Vice-Chair Kler had concerns about conflicts associated with her schedule. It was decided to further discuss dates at the January meeting of the Jefferson County Board of Health.

ACTIVITY UPDATE

Mr. Keefer stated Water Quality project presentations were well attended by the public. Mr. Keefer updated the Board on inaccuracies in a recent Peninsula Daily News article regarding the number of county septic systems and sewer access. Mr. Keefer said in January he will update the Board on a site in Jefferson County that is in violation of sewage disposal regulations.

PUBLIC COMMENT

There was no public comment.

NEXT SCHEDULED MEETING

The next Board of Health meeting will be held on Thursday, January 21, 2016 from 2:30 – 4:30 p.m. at Jefferson County Public Health, 615 Sheridan Street, Port Townsend, WA.

ADJOURNMENT

Vice-Chair Kler adjourned the December 17, 2015 Jefferson County Board of Health meeting at 4:10 p.m.

JEFFERSON COUNTY BOARD OF HEALTH

Phil Johnson, Member

Jill Buhler, Member

David Sullivan, Member

Sheila Westerman, Chair

Kris Nelson, Member

Kathleen Kler, Vice-Chair

John Austin, Member

Respectfully Submitted:
Denise Banker

Jefferson County Public Hospital District No. 2
Board of Commissioners Special Session
Minutes
January 29, 2016
Legislative Buildings, Olympia

Call to Order

The meeting was called to order at 12:32 pm present were Commissioners Buhler, Dressler, Kolff, and Ready. Commissioner De Leo was excused. Also present was Mike Glenn, CEO.

Purpose

The purpose of this special meeting is to meet with Representative Tharinger, Representative Van De Wege, and Senator Hargrove regarding relevant legislative issues.

Plan & prepare for Visit with Delegates

The commissioners met together to prepare for their visit with Representatives Tharinger and Van De Wege and Senator Hargrove. Items discussed included Mental Health, Inpatient Psychiatric Care Facilities, and Single Payer Healthcare.

At 1:00 pm Commissioner Buhler announced a recess for 15 minutes to walk over to the O'Brien building.

Representatives Van De Wege & Tharinger

At 1:22 pm Commissioner Buhler reconvened the meeting to meet with Representative Van De Wege and Representative Tharinger. Introductions were made and Mr. Glenn provided an overview of the proposed Inpatient Psychiatric unit at Jefferson Healthcare, the cost of construction and a request for increased funding from the Legislature for the project. Additionally Mr. Glenn and the Commissioners discussed the inadequate reimbursement by Medicaid for Psychiatric services noting the challenges to a Critical Access Hospital in providing much needed services, and asking that consideration be given to improving Medicaid reimbursement in line with CAH cost reimbursement. Commissioners also encouraged the representatives to continue to explore Single Payer Healthcare.

At 1:45 pm Commissioner Buhler announced a recess for 15 minutes to walk over to the Legislative building.

Senator Hargrove

At 2:05 pm Commissioner Buhler reconvened the meeting to meet with Senator Hargrove's legislative assistant, Shawn O'Neill. Introductions were made and Mr. Glenn provided a summary of the proposed Inpatient Psychiatric Unit at Jefferson Healthcare services as was provided to Representatives Tharinger and Van De Wege. An appointment was made to meet with Senator Hargrove the following week. Commissioner Ready expressed the Commissioners continued encouragement for further exploration of Single Payer Healthcare.

Adjourn:

Meeting concluded at 2:35 pm

Approved by the Commission:

President of Commission: Jill Buhler _____

Secretary of Commission: Marie Dressler _____

DRAFT

FROM: Barbara York – Medical Staff Services
RE: **1-26-2016 Medical Executive Committee annual policy review recommendations for Board approval 2-3-2016**

C-0241

§485.627(a) Standard: Governing Body or Responsible Individual

The CAH has a governing body or an individual that assumes full legal responsibility for determining, implementing and monitoring policies governing the CAH'S total operation and for ensuring that those policies are administered so as to provide quality health care in a safe environment.

Interpretive Guidelines §485.627(a)

It is the responsibility of the governing body (or responsible individual) to appoint, with the advice of the medical staff, the individual practitioners to the medical staff. After considering medical staff recommendations, and in accordance with established CAH medical staff criteria and State and Federal laws and regulations, the governing body (or responsible individual) decides whether or not to appoint new medical staff members or to continue current members of the medical staff.

Recommended appointment to the provisional active/courtesy/allied health staff:

1. Robinson, Gene, MD – General Surgery (per diem JHSA)
2. Krause, Loren, CRNA – per diem
3. Sherman, Lawrence, MD – Emergency Medicine (TeamHealth EM)

Reappointments:

Recommended reappointments to active staff with privileges as requested:

1. Erickson, Stephen, MD – FM/OB (Madrona Family Medicine)
2. Norman, Kurt, MD – Medical Oncology – JHC Oncology Clinic

Recommended Reappointments to courtesy staff with privileges as requested:

1. Sherman, John, MD – Emergency Medicine (Teamhealth EM)
2. Willerford, Dennis, MD – Medical Oncology (Harrison Health Partners)

Recommended Reappointments for Refer and Follow (no clinical privileges):

1. Rienstra, Douwe, MD – General Practice (Community Physician)

Annual review/approval of policy with no recommended changes:

Verbal/Telephone Computerized Physician Order Entry

POLICY:

Order entry in the EHR (electronic health record) is to be completed by provider and intended to support timely and best care of the patient. Verbal or telephone communication of orders should be limited to urgent situations where immediate electronic communication is not feasible. Verbal and telephone orders will be carried out in accordance with applicable Washington State Laws and CMS Conditions of Participation. Research and Chemotherapy orders must be entered **only** by the provider.

DEFINITION:

A verbal order is a medical order from a credentialed provider spoken to the registered practitioner. A verbal order may be accepted by a Registered Nurse, Registered Respiratory Therapist, a Registered Pharmacist, a Registered Dietician, a Physical Therapist, an Occupational Therapist, a Speech Therapist or a Medical Technologist, if within their scope of practice. A verbal order may not be accepted by an unlicensed individual such as a Health Unit Coordinator or Certified Nursing Assistant.

PROCEDURE:

Providers can give verbal/telephone orders to be read back and entered into EPIC by the registered practitioner during the following **two** scenarios:

1. Inability for provider to access EPIC
 - Provider is actively engaged in the care of another patient, performing a procedure or doing a patient examination
 - Provider is on call without computer accessibility
2. Urgent clinical situation

Verbal/telephone orders will be managed the following way:

1. When RN makes the call to the provider with update or to get an order, **the RN will have the patient's EPIC chart OPEN and will enter the order all the way through the signing process before hanging up the phone.** This will prevent having to call the provider back for clarification, etc. due to system alerts. The order will be read back to the provider for verification to ensure accuracy and completeness. Please select order mode of "*verbal with read-back*" **or** "*telephone with read-back*".
2. Verbal or telephone orders must identify the provider giving the order.
3. The provider may NOT ask a non-licensed employee to enter orders at any time (i.e. HUC or CNA).
4. The ordering provider must sign, date and time a verbal/telephone order as soon as possible, and no later than 48 hours after the verbal/telephone order is received.

MONITORING:

Tracking and trending will be reported to the Pharmacy and Therapeutics Committee, the Medical Executive Committee and Clinical Services Leadership Team.

REFERENCES:

CMS CoP 485.635 (d)(3)
WAC 246-873-010; 246-873-090
MEC Approval: 6/4/2013;8/26/2014; 2/24/2015

RESOLUTION 2016-06

**A RESOLUTION TO DECLARE CERTAIN ITEMS SURPLUS TO THE NEEDS OF
JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2 AND
TO AUTHORIZE THE DISPOSAL OF SAID EQUIPMENT**

WHEREAS the item(s) of equipment enumerated below are obsolete and otherwise surplus to the needs of the District, and

WHEREAS said equipment now creates a storage problem and represents an unnecessary cost to the District to retain it,

NOW, THEREFORE BE IT RESOLVED THAT:

- 1) The following equipment be declared surplus to the immediate needs of Jefferson County Public Hospital District No. 2 and will be disposed of in compliance with appropriate State laws:

Description	Asset #	Serial #	Model #
Ventilator	RT07036	104459	Vision

APPROVED THIS 3rd day of February, 2016.

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

APPROVED BY THE COMMISSION:

Commission President – Jill Buhler: _____

Commission Secretary – Marie Dressler: _____

Attest:

Commissioner – Anthony De Leo: _____

Commissioner – Kees Kolff: _____

Commissioner – Matt Ready: _____

Jefferson County Public Hospital District No. 2

RESOLUTION 2016-07

The Commissioners of Jefferson County Public Hospital District No. 2 have mutually agreed to change the regular meeting time to start at 3:00pm on the first and third Wednesdays of each month, effective March 2, 2016.

APPROVED THIS 3rd day of February, 2016

JEFFERSON COUNTY PUBLIC HOSPITAL DISTRICT NO. 2

APPROVED BY THE COMMISSION:

Commission President – Jill Buhler: _____

Commission Secretary – Marie Dressler: _____

Attest:

Commissioner – Anthony De Leo: _____

Commissioner – Kees Kolff: _____

Commissioner –Matt Ready: _____