

**EASTERN PLUMAS HEALTH CARE DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

Wednesday, May 1, 2013

10:00 A.M.

EPHC Education Center, Portola, CA

Minutes

1. Call to Order.

The meeting was called to order at 10:00 am by Gail McGrath

2. Roll Call.

Present: Gail McGrath, Larry Fites, Janie McBride, and Jay Skutt

Absent: Lucie Kreth

Staff: Tom Hayes, CEO, and Tiffany Williams, Administrative Assistant.

Visitors: None

3. Consent Calendar.

Mr. Fites motioned to accept the consent calendar as submitted. A second was made by Ms. McBride. None opposed, the motion was approved.

4. Board Chair Comments.

None

5. Board Comments.

Mr. Hayes stated that he and Ms. Skutt would be at the Annual ACHD meeting and would like to reschedule the May Board meeting. Mr. Hayes stated that Ms. Williams will send out a cancellation notice of the Regular Board Meeting and a notice of a Special Board Meeting for May 16, 2013.

6. Public Comment.

None

7. Policies and Procedures

Ms. McGrath stated that she and Ms. McBride reviewed the following policies on April 29, 2013:

- Staff Assignment
- Acuity Level
- Acuity Tool Form
- #5011 On Call Scheduling and Management
- Fentanyl Patch Order Form
- #PH044 Light Sensitive Medication Policy
- #2040 Contrast Reaction and Cardiac Procedure Policy
- Contract Processing and Executing Thereof
- Post Anesthesia Order Set (ANES02)
- DTS#036 In-Service and Continuing Education Policy and Procedure
- In-Service Education Record Form
- Radiology Quality Assurance Policy and Procedure

- Nurse Practitioner and Physical Assistant Supervision and Scope of Practice
 - Standard Procedures for Nurse Practitioners, Morrison
 - Standard Procedures for Nurse Practitioners Evans
 - Standard Procedures for Nurse Practitioners Potter
 - Standard Procedures for Nurse Practitioners, Spencer
 - Delegation of Service Agreement between supervising physician and physician assistant, Scott
 - Delegation of Service Agreement between supervising physician and physician assistant, Buckley
 - Competency Validation Checklist, NP/PA
 - Delineated clinical privilege request NP/PA
 - Clinical Skills Evaluation Form
 - Chart Audit Form

- Medications: Patient's Personal
- Home Medication Reconciliation and Continuation Order Form
- HIM#332 Retention and Destruction of Health Information
- HIM#328 Release of Protected Health Information
- HIM Authorization for release of Patient Identifiable Health Information Forms (HIM#328)

Ms. McGrath stated that all policies are reviewed in detail before coming to the Board for approval. Mr. Skutt motioned to approve the policies listed above. A second was provided by Mr. Fites. None opposed, the motion approved.

8. Adjournment. Ms. McGrath subsequently adjourned the meeting at 12:20 p.m.



 Approval

7.25.13

 Date