

Hamilton Board Committee

Thursday, March 21, 2013

15:30 pm

*Dofasco Boardroom – Juravinski
Innovation Tower*

Open Session

St. Joseph's
Villa  Dundas

St. Joseph's
Healthcare  Hamilton

St. Joseph's
Home  Care

Hamilton Board Committee – OPEN SESSION - Agenda

Date:	Thursday, March 21, 2013
Time	1530-1605 hours
Location:	Dofasco Boardroom, Juravinski Innovation Tower, Charlton Campus, St. Joseph's Healthcare Hamilton
Members:	B. Gould, Chair, M. Dow, W. Doyle, H. Fuller, M. Guise, J. Kelton, J. LoPresti, S. Monzavi, G. Chaimowitz, R. Rocci, C. Santoni, M. Taylor, T. Thoma, P. Tice.
Resource:	D. Higgins, K. Ciavarella, S. Gadsby, S. Filice-Armenio, M. Ellis, J. Fry, F. Ros.
Guests:	J. Ferencz, L. Macbeth, S. Hollis, S. Gordon, R. Cercone.
Regrets:	I. Schachler, J. Gauldie

Item	Topic	Page	Responsibility	Time			
1.0	PROTOCOL	1-3	Mr. B. Gould Mr. S. Monzavi Mr. B. Gould All	1530-1535			
1.1	Call to Order						
1.2	Opening Prayer						
1.3	Introduction of Guests						
1.4	Declaration of Conflict of Interest						
2.0	AGENDA & MINUTES						
2.1	Approval of the Agenda						
2.2	Additions to Agenda						
2.3	Approval of Minutes – February 28, 2013						
2.3.1	<u>Motion for Approval by Hamilton Board Committee: THAT THE OPEN MINUTES OF THE FEBRUARY 28, 2013 HAMILTON BOARD COMMITTEE BE APPROVED</u>						
3.0	REPORTS				4-7	Mr. B. Gould HBC Presidents Dr. G. Chaimowitz Ms. S. Filice-Armenio Ms. M. Ellis	1535-1600
3.1	Chair's Report						
3.2	President's Report (LHIN Health Links Report – Separate Document)						
3.3	President of the Medical Staff Association						
3.4	Presidents of SJH Foundation and SJV Foundation						
4.0	NEW BUSINESS			1600-1605			
5.0	INFORMATION ITEMS	8					
5.1	HBC Summary						
6.0	ADJOURNMENT <u>Motion for Approval by Hamilton Board Committee: THAT THE OPEN SESSION OF THE HBC BE ADJOURNED AND THAT THE HBC MOVE INTO THE CLOSED SESSION</u>		Mr. B. Gould	1605			

Note: Trustees who wish to have items moved from the Consent Agenda to the Closed/Open Agenda should contact the SJHH President's Office prior to the Board Meeting. Trustees also have an opportunity to make this request when the open agenda is presented at the Board Meeting.

Committee:	Hamilton Board Committee – OPEN SESSION	Date: February 28, 2013
Called to order at:	1530 hours	Adjourned: 1600 hours
Location:	Dofasco Boardroom – 2 nd Floor Juravinski Innovation Tower	
Present:	Mr. B. Gould, Chair, Mrs. M. Taylor, Mrs. M. Dow, Dr. M. Guise, Mr. J. LoPresti, Ms. W. Doyle, Mr. R. Rocci, Mr. T. Thoma, Dr. H. Fuller, Mrs. I. Schachler, Mr. S. Monzavi.	
Regrets:	Dr. J. Kelton, Mr. P. Tice, Dr. G. Chaimowitz, Mr. C. Santoni.	
Resource Staff:	Dr. D. Higgins, Ms. F. Ros, Ms. J. Fry, Mrs. S. Filice-Armenio, Dr. K. Smith	
Guests:	Dr. R. McDonagh, Mr. R. Cercone, Mr. S. Gordon.	
NEXT MEETING	March 21, 2013	

Subject	Discussion
1. PROTOCOL	
1.1 CALL TO ORDER	The meeting was called to order at 1530 hours by B. Gould.
1.2 OPENING PRAYER	J. LoPresti opened the meeting with a prayer.
1.3 GUESTS	All guests in attendance were introduced.
1.4 DECLARATION OF CONFLICT OF INTEREST	There was no declaration of conflict of interest.
2. AGENDA AND MINUTES	
2.1 APPROVAL OF AGENDA	It was MOVED by S. Monzavi, SECONDED by R. Rocci, VOTED AND CARRIED: THAT THE HAMILTON BOARD COMMITTEE AGENDA BE APPROVED AS CIRCULATED
2.2 ADDITIONS TO THE AGENDA	There were no additions to the agenda.
2.3 APPROVAL OF THE MINUTES	It was MOVED by J. LoPresti, SECONDED by M. Guise, VOTED AND CARRIED THAT THE (OPEN) MINUTES OF THE HAMILTON BOARD COMMITTEE OF JANUARY 31, 2013 BE APPROVED
3. REPORTS	
3.1 Chair's Report	B. Gould reported the following: <ul style="list-style-type: none"> A reminder that the March meeting of the HBC will take place on Thursday, March 21st. On February 14, SJHH celebrated the one year anniversary to the move into the new Charles and Margaret Juravinski Centre for Integrated Health Care (West 5)

Subject

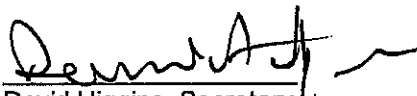
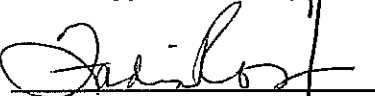
Discussion

3.2 President's Report

- building. The event celebrated both the historical achievements that have brought the hospital to this day and future planning for this milestone in February of 2014.
- SJHH researchers have recently been awarded a number of Canadian Institutes of Health Research (CIHR) Principal and Co-Investigator Awards. In total over \$2.5M in awards and grants were received at SJHH.
- A call for nominations for the Sisters of St. Joseph Mission Legacy Awards has been made. The award is open to past and current staff, physicians, researchers, volunteers and board members who have left a lasting impression on those whose lives they have touched by living the Mission and Values that are the hallmarks of our organization. Nominations are due on March 8th.
- Dr. M. Soth, Chief, Critical Care Medicine, was thanked for his informative presentation at the January HBC meeting. He presented on quality initiatives to reduce the incidence of central line-associated blood stream infections in the ICU. The results were striking and a notable example of the work taking place to improve patient care in our organization.
- Senior Management and HBC members will participate in a walkabout on the Mental Health Program on March 5th. Various HBC members will attend the SJHH Patient and Family Advisory Committee and OHA Conference in the near future.
- Should any HBC member wish to register for an HBC Event on the circulated listing, please contact Jessica.
- Pediatric Mental Health Services have transferred from SJHH to HHS.
- The Integrated Diagnostic Service Team is evaluating LEAN processes in their discipline. This also includes a review of optimal test ordering.
- The following good news stories have been highlighted in the media with respect to HBC organizations:
 - Pediatric Mental Health Transfer (Hamilton Spectator)*
 - Hamilton hospitals to monitor DI quality (Canadian Healthcare Technology)*
 - Testing expectant mothers for bipolar disorder could save lives (CBC News Hamilton)*
 - New birthing simulator at St. Joseph's (Global News Toronto, Hamilton Spectator, CBC News Hamilton)*
- SJHC subsidizes Good Food Boxes for 150 low income clients in the downtown core. This program is linked to our community kitchens that run in the 226 Rebecca and 30 Sanford locations.
- The West 5th project continues on track and on budget.
- D. Higgins attended City Council for the debate on the Casino issue. The point of view that a Casino in the downtown core would not be a preferred site for a Casino was accepted. Further review will be made and discussion will continue over the next 12 months.
- A presentation on the Hamilton Central Health Link Initiative will be brought forward to the HBC in the near future.
- It was noted that with respect to the Quality Improvement Plan (QIP), all three organizations QIPs will be brought to the HBC in March for approval of the final plans.

3.3 President of the Medical Staff Association

There was no report.

Subject	Discussion
<p>3.4 St. Joseph's Healthcare Foundation and St. Joseph's Villa Foundation</p> <p>4. NEW BUSINESS</p> <p>5. INFORMATION ITEMS</p> <p>6. ADJOURNMENT</p>	<p><u>St. Joseph's Healthcare Foundation</u></p> <ul style="list-style-type: none"> • The Around the Bay Road Race will be held on March 24th. Fundraising is currently ongoing. A "flash mob" with over 100 participants and 20 fundraising teams was held today to promote the event. • Two new gifts for the Nephrology Program have been received from Baxter and Roche respectively. • The 1st Annual Mental Health Breakfast will be held on May 7th at Carmen's Banquet Centre. <p>There was no new business.</p> <ul style="list-style-type: none"> • HBC Summary • HNHB LHIN Article - Imagine <p>It was MOVED by J. LoPresti, SECONDED by R. Rocci, VOTED AND CARRIED</p> <p>THAT THE OPEN SESSION OF THE HBC BE ADJOURNED AND THAT THE HBC MOVE INTO THE CLOSED SESSION</p> <p>_____ Ben Gould, Chair</p> <p> _____ David Higgins, Secretary</p> <p> _____ Fadia Ros, Recorder</p>

OPEN REPORT TO THE HAMILTON BOARD COMMITTEE – MARCH 2013

1. Environmental Scan

1.1 SJHH: St. Joseph's Healthcare Hamilton in the News

Around the Bay Road Race Flash Mob: On February 27th, more than 100 employees of local corporations and organizations who are entering fundraising teams in the 119th *Around the Bay Road Race* staged a flash mob over the lunch hour at Hamilton's downtown City Centre. Established in 1897, the Bay Race is the oldest race in North America. In 2005 this historic Hamilton event became a signature fundraising event for St. Joseph's Healthcare Foundation (Hamilton Spectator, CHCH TV, CBC News Hamilton, CHML Radio).

1.2 SJHH: Excellent Care for All Act (ECFAA) Quality Improvement Plan (QIP)

St. Joseph's Healthcare Hamilton (SJHH) is dedicated to providing the best quality of care to all our patients, and we are proud to be part of a system that is focused on quality, accountability, transparency and results. As part of this commitment, this month we are bringing forward the final QIP that will be posted on our website as of April 1st, 2013. Dr. Higgins will be able to answer any questions on the 2013-14 QIP as well as progress on the 2012-13 plan.

1.3 HBC: Health Links

Ontario is improving care for seniors and others with complex conditions who use a significant amount of healthcare resources through the 'Health Links' initiative. This innovative approach brings together health care providers in a community to better and more quickly coordinate care for high needs patients. Health Links supports the implementation of the HNHB LHIN's Strategic Health System Plan (SHSP) and will work to achieve its aim of dramatically improving the patient experience through quality, integration and value. By the end of 2013, there will be 12 Health Links in the HNHB LHIN. These Health Links will be accountable to the LHIN. Each Health Link will measure results and develop plans to:

- Improve access to family care for seniors and patients with complex conditions.
- Reduce avoidable emergency room visits.
- Reduce unnecessary re-admission to hospitals shortly after discharge.
- Reduce time for referral from primary care doctor to specialist appointment.
- Improve the patient's experience during their journey through the health care system.

The slides enclosed in the HBC package provide more background information on this project.

1.4 SJVD: Ministry of Labour Blitz Updates (MOL)

1.4.1 Infection Prevention and Control Results

The Ministry of Labour has released the results of its recent enforcement inspection blitz in workplace infection prevention and control. The blitz took place in the health care sector throughout October and November 2012. Ministry inspectors visited more than 100 health care workplaces and issued over 300 orders under the OHSA. The most frequently issued order related to failure of employers to:

- Take every reasonable precaution in the circumstance to protect the worker
- Review health and safety measures and procedures for workers at least once a year
- Ensure equipment, materials and protective devices are maintained in good condition.

1.4.2 Resident and Family Satisfaction Survey Results

A short survey on the approaches used by homes to measure residence and family satisfaction and the use of quality improvement committees was completed by a number of homes in November 2012. The data gathered enabled OANHSS to move forward on two key actions of the LTC Task Force on Resident Care and Safety concerning quality and long term care.

The main findings were:

- Eight percent of respondents use a validated questionnaire to survey resident satisfaction; 80% use an in-house developed and unvalidated resident satisfaction questionnaire and 1.4% do not survey residents at all.
- Family satisfaction is surveyed by 13% of homes using validated questionnaires; 74% using an in-house developed and unvalidated questionnaire and the remaining 14% do not survey at all.
- Two thirds of the respondents reported that they ask: "Would you recommend this facility to others?" in their questionnaires.
- Approximately 94% of the homes have a senior management committee and 40.3% have a board committee. Thirty eight percent of the respondents have both senior management and board committee.

Janine Maitland, Senior Research Associate, St. Joseph's Health System Research Network, held two focus groups, one with residents, the other with family members, at the Villa in December 2012. This action was a follow-up of the Resident/Family Satisfaction surveys completed in 2011. We are awaiting results for the 3 LTCHs within the SJHS Elder Care Group.

1.5 SJVD: Behavioural Supports Ontario (BSO)

The one year anniversary of the Behavioural Supports Ontario (BSO) was celebrated on Friday, March 1, 2013 by the BSO LTCH team members from across the LHIN. The day included a motivational presentation by guest speaker Carole Bertuzzi Luciani, who received a standing ovation for her humorous, what she calls 'moodivational' look at the challenges and successes of the BSO team over the past year. Shawn Gadsby also congratulated the team and gave an overview of topics addressed at the Villa's general staff meeting in February as the BSO mobile team members were not able to attend. The BSO teams throughout the LHIN were able to get together as one group (a rare occasion) and participate in some fun team building activities. It was a great opportunity for the BSO LTCH team members to reflect on the growth of the team over the past year and the success they have had in integrating the BSO program into long term care homes across the LHIN. A day of renewal to go forward and continue to face the challenges and successes of the coming year.

Below are some statistics for information:

of referrals for BSO services - 930

average visits per month (for all 5 hubs) - 2000

number of cases BSO has referred to another source - 17

of visits requiring modelling - 1929

of visits requiring formal education - 1340

of transitions using BSO assistance - 80

1.6 SJHC: Quality and Value in Home Care (QVHC) Update

At the provincial level, phase two of the QVHC is well underway. The structure that supports this redesign of home care consists of seven (7) working tables that report into the QVHC steering committee. The 7 working tables are as follows:

- Care and Funding

- Fee for Service Market Development
- Performance Management
- Business Process and Technology Enablers
- Health Human Resources
- Engagement
- Contracts

Kim Ciavarella represents OSCA at the Care and Funding Table. The key milestones for implementation of the initial Outcomed Based Pathways (OBPs) / Outcomed Based Reimbursement (OBRs) which include wound care and hip & knee care paths are as follows:

- All 7 Proof of Concept (POCs) CCACs will be using outcome based pathways by April 30, 2013.
- Technology enhancements to support full OBR model to be released October 30, 2013.
- All 7 POCs CCACs and service providers start using OBR by October 30, 2013.
- All 7 late (non POCs) CCACs and service providers start using OBP and OBR by October 30, 2013.

HNHB CCAC is holding an introductory (kick-off) meeting on March 8, 2013 to introduce the outcome-based care strategy and action plan for wound care paths and Hip and Knee replacements. This meeting will inform future steps in developing internal processes to implement the OPB/OBR in our organization.

1.7 SJHC: Nursing Practice Council

The OHCA-OSCA Nursing Practice Council has reviewed and provided feedback on the OACCAC Palliative Care Pathways. The council is supportive of the care pathways that are focused on clearly defined evidence bases outcomes, and has made recommendations for effective utilization and reporting.

2. Mission, Vision and Values Update

2.1 SJHH: SJHH Mission Legacy Awards Ceremony

Over the past month, nominations have been received for the SJHH Mission legacy Awards. The Mission Legacy Awards are highest honour bestowed by our organization to those who have made a significant contribution to the health care ministry of the Sisters of St. Joseph of Hamilton, St. Joseph's Health System (SJHS) or the St. Joseph's Resource Development System (SJRDS).

The Awards Ceremony will be taking place on June 20th at 1:30pm at the SJHH Charlton Campus. This event will be noted on the 'events blotter' circulated at all HBC meetings and Board members are welcome to attend.

4. Operational Information

4.1 SJVD: Long Term Care Home Service Accountability Agreement (L-SAA)

The L-SAA document was developed in consultation with the associations representing long-term care homes (LTCH) and the Ministry of Health and Long-Term Care (ministry). It is comprised of two parts the primary agreement and the schedules. All LTCHs in the province have the same primary agreement. The L-SAA is a three-year agreement that takes effect on April 1, 2013. The agreement is signed by the Villa's President and Board Chair. The Table of Contents include: Definitions & Interpretation; Term and Nature of this Agreement; Provision of Services; Funding; Adjustment of Funding; Planning and

Integration; Performance; Reporting, Accounting and Review; Acknowledgement of LHIN Support; Representations, Warranties and Covenants; Limitation of Liability, Indemnity and Insurance; Termination; Notice; Interpretation; Additional Provisions; Entire Agreement: Schedules Description of Home and Beds; Additional Terms and Conditions Applicable to the Funding Model; Reporting Requirements; Performance and Form of Compliance Declaration.

Performance Indicators and Outcomes for the Villa are:

- To reduce ALC days with long stay utilization - the target is 97%.
- To ensure the organizational health of the home by compliance status.

Some other specific obligations:

- LTCH sector to work with the LHIN in Year to develop a framework for a future oriented standardized quality improvement plan (QIP) and related risk management process for quality. Each LTCH will prepare a Board approved QIP for submission to the LHIN on or before April 1, 2014.
- By end of Year 1, 100% of site specific Administrators and Senior Nursing Leadership, including Directors of Care and Associate Directors of Care, across all HNHB LTC homes will participate and satisfactorily complete a standardized HNHB training module on their legal obligations in respect to Health Care Consent and Care Planning. All new hires will complete the education workshop within 6 months of the hire date.
- St. Joseph's Villa Dundas, as the lead employee for the LHIN BSO LTCH Mobile Team, will allocate and report on the funding as detailed in the letters dated December 23, 2011, March 12, 2013 and January 4, 2013.

3.2 SJVD: Proposed Changes to Ontario Fire and Building Codes

The proposed changes are based on recommendations from the Office of the Fire Marshal's Technical Advisory Committee who reviewed current fire safety requirements in long term care homes and seniors' housing.

The proposed changes include:

- A phase-in of mandatory sprinklers for all existing care residences and retirement homes with more than four occupants over the next five years.
- Mandatory sprinklers in all long term care homes by 2025.
- Annual validation of fire safety plans by local fire services.
- Enhanced fire inspections and staff training.

3.3 SJHC: CCAC Pre-Qualification Submission

SJHC has received a notification from the Ontario Association of Community Care Access Centres that our Prequalification renewal has been successful. The Prequalification will be valid until February 28, 2014.

SJHC is Pre-qualified for Nursing Services (Level 4), Personal Support Services (Level 2) and Therapies (Level 1).

3.4 SJHC: CCAC Quarterly Reporting

The Director of Home Care Services and Nurse Manager met with the Service Provider Relations Manager (CCAC) to discuss the quarterly performance results. No outstanding issues in the provider's performance were identified for the quarter. Acceptance rate for February was 90.6% (on target).

Hamilton Board Committee (HBC) – Summary of January 31st, 2013 Closed Meeting Session

Motions Summary

Recommending HBC Committee	Motion Summary
Governance, Mission and Values Committee	<p>It was voted that the:</p> <ul style="list-style-type: none"> ▪ Minutes of the Governance, Mission and Values Committee of January 9th, 2013 be accepted for information (Hamilton Board Committee). ▪ Amended HBC Policy #22: Board Peer Review Process be approved (Hamilton Board Committee). ▪ Revised Quality Committee Terms of Reference be approved (Hamilton Board Committee).
Quality Committee	<p>It was voted that the:</p> <ul style="list-style-type: none"> ▪ Minutes of the Quality Committee of January 8th, 2013 be accepted for information (Hamilton Board Committee).
Resource and Audit Committee	<p>It was voted that the:</p> <ul style="list-style-type: none"> ▪ Minutes of the Resource and Audit Committee of December 19th and January 23rd be accepted for information (Hamilton Board Committee).
The Medical Advisory Committee	<p>It was voted that the:</p> <ul style="list-style-type: none"> ▪ Minutes of the Medical Advisory Committee of January 3rd 2013 be approved (Hamilton Board Committee – St. Joseph’s Healthcare Voting Members) ▪ Recommendations on research from the Medical Advisory Committee of SJHH of January 3rd 2013 be approved (Hamilton Board Committee – St. Joseph’s Healthcare Voting Members) ▪ Recommendations on credentials of the January 3rd 2013 Medical Advisory Committee be approved (Hamilton Board Committee – St. Joseph’s Healthcare Voting Members)

Presentations and Reports to the HBC - Summary

- Dr. Soth, Chief of the SJHH Department of Critical Care presented to the HBC on an initiative to reduce the incidence of central line-associated blood stream infections in the ICU. Dr. Soth explained the intervention which consists of timely and standardized resident training using insertion simulation. It was further explained how the team also focuses on ensuring central lines are *only* used when necessary and are removed as soon as possible to further reduce infections. The learnings from this initiative are being communicated to other teams within St. Joseph’s to ensure optimal resident and staff training in various patient care areas.
- The Governance, Mission and Values committee of the Board was highlighted this month. The committee provided an update on the following matters being discussed at the committee level:
 - Board education plan: The committee has developed and oversees a Board Education Plan to ensure that new and current members are able to attend educational sessions relevant to their position within the HBC.
 - Policy revision process: All previous hospital, Villa and Home Care Board policies have been updated through the Governance, Mission and Values committee. Board policies now reflect the new composition of the HBC and are standard for the 3 organizations.
 - Nominating committee update: The nominating committee of the Board is moving through the process of interviewing new community members to the HBC and planning committee membership for 2013-14.
 - Board orientation plan: The committee is in the process of developing a Board Orientation plan for 2013-14 as per OHA Guide to Good Governance.
- Dr. Higgins updated that our strategic plan continues to take shape since the initial preview released in June of 2012. Our four strategic areas of focus include: ‘Transforming How We Work’, ‘Research and Education’, ‘Engaged People’ and ‘Breaking Down Barriers’. Although we continue to work on the final plan to be released in June of this year, we have already initiated projects that are aligning with these areas.