



**AGENDA
CCMC AUTHORITY BOARD OF DIRECTORS
ZOOM MEETING OR TELECONFERENCE
February 25th 2021 at 6:00PM**

AT CCMC, WE BELIEVE THAT HEALTHY PEOPLE CREATE A HEALTHY COMMUNITY.

Board of Directors

Greg Meyer exp. 3/22
Kelsey Hayden exp. 3/23
Linnea Ronnegard exp. 3/21
Gary Graham exp. 3/21
Craig Kuntz exp. 3/21

CEO

Hannah Sanders, M.D.

OPENING: Call to Order

Roll Call – Greg Meyer, Linnea Ronnegard, Gary Graham, Kelsey Hayden and Craig Kuntz.

Establishment of a Quorum

**A. COMMUNICATIONS BY AND PETITIONS FROM VISITORS
(Speaker must give name and agenda item to which they**

1. Audience Comments (limited to 3 minutes per speaker).
2. Guest Speaker

B. CONFLICT OF INTEREST

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. January 28, 2021 Regular Meeting Minutes Pgs 1-3

E. REPORTS OF OFFICERS OR ADVISORS

1. Board Chair Report
2. CEO Report Pgs 4-5
3. CFO Report Pgs 6-8
4. CNO Report Pgs 9-11

F. ACTION ITEMS

1. Delineation of Privileges for John McCormick, MD Pg 12
2. ADM 300 Policy, Procedure, and Guideline Development and Review Pgs 13-17

G. DISCUSSION ITEMS

H. AUDIENCE PARTICIPATION (limited to 3 minutes per speaker) Members of the public are given the opportunity to comment on matters which are within the subject matter jurisdiction of the Board and are appropriate for discussion in an open session.

I. BOARD MEMBERS COMMENTS

J. EXECUTIVE SESSION - None

K. ADJOURNMENT

Due to COVID-19, we ask that you not come to CCMC to attend Board meetings in person.

This Board of Directors meeting will be held via ZOOM:

<https://us02web.zoom.us/j/4675701050?pwd=TXEvSFVHOHhIL1JvOGNua1RUUjdQUT09>

Meeting ID: 467 570 1050; Passcode: 379187

To call in: 1-253-215-8782

Meeting ID: 467 570 1050; Passcode: 379187

For a full packet, go to www.cityofcordova.net/government/boards-commissions/health-services-board

*Executive Session: Subjects that may be considered in executive session are: 1) Matters, immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; 2) Subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; 3) Matters which by law, municipal charter, or ordinance are required to be confidential; 4) Matters involving consideration of governmental records that by law are not subject to public disclosure; 5) Direction to an attorney or labor negotiator regarding the handling of specific legal matters or labor negotiations.

Minutes
CCMC Authority – Board of Directors
Via ZOOM Meeting or Teleconference
January 28, 2021 at 6:02pm
Regular Meeting

CALL TO ORDER AND ROLL CALL –

Greg Meyer called the Board Meeting to order at 6:00pm.

Board members present: **Linnea Ronnegard, Greg Meyer, Kelsey Hayden and Craig Kuntz.**

Quorum was established. 4 members present.

CCMC staff present: Dr. Hannah Sanders, CEO; Barb Jewell, Director of Community Programs; Tamara Russin, Director of Ancillary Services; and Eric Price, CFO.

A. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. **Audience Comments** ~ None
2. **Guest Speaker** ~ None

B. CONFLICT OF INTEREST ~ Greg Meyer reported that he has a small construction company and that Pinnacle Construction had contacted him once in regards to performing some of the work on the Underground Storage Tank Replacement Project (Action Item #2). Greg stated that when it comes to that item he will recuse himself.

C. APPROVAL OF AGENDA

M/Hayden S/Kuntz "I move to approve the Agenda."

Kuntz - yea, Ronnegard – yea, Hayden – yea, Meyer – yea, Graham - absent.
4 yeas, 0 nay, 1 absent; Motion passed.

D. APPROVAL OF MINUTES

1. December 15, 2020 Special Meeting Minutes

M/Hayden S/Ronnegard "I move to approve the December 15, 2020 Special Meeting Minutes."

Kuntz - yea, Ronnegard – yea, Hayden – yea, Meyer – yea, Graham - absent.
4 yeas, 0 nay, 1 absent; Motion passed.

E. REPORTS OF OFFICERS and ADVISORS

1. **Board Chair report** – Greg Meyer wanted to remind everyone that there are three board seats coming up and candidates have to declare by February 1st 2021 to get on the ballot.
2. **CEO Report** – Dr. Sanders stated that written report is in the packet, the only thing I want to mention is about the team at the hospital, that every single department has been incredibly busy month after month. I think the resilience of every single department is really incredible, I'm really happy to work with a team that somehow they just keep pushing forward, and stay really positive and complete every task we put in front of them.
3. **Medical Director's Quarterly Report** – Dr. Sanders reported that her written report is in the packet, I think what everyone has been talking about is that we were allocated for February for 100 vaccines that will have to follow the State guidelines that this vaccine is to be used for people 65 and older, EMS, or health care workers.

4. **CFO Report** – Eric Price reported that the December financials had a lot of adjustments. The year to date on the Balance Sheet will be more accurate for the complete picture for the year. As we close out December, the year to date is where I'd like to focus the attention for this meeting. Our Grant Revenues had a total of \$1.5 million. One thing that we did capture and adjusted was, it appears that \$50,000 was deposited from the City in April or May and that was originally put in as a grant revenue and we put that in as City Debt on the Balance Sheet. That's where our focus has been for the past 25-30 days, shoring up the accounts for the audit. We're planning to kick-off the audit on February 15th. Something to mention, we did get confirmation that the PPP loan was fully forgiven. We adjusted off all of the old balances from the Centriq AR, and it was around \$750,000 so that will show as bad debt on the audited financial statements once we get those completed.
5. **CNO Report** – Kelly Kedzierski's Nursing Report is in the packet. Kelly was unable to attend, Dr. Sanders spoke to the great job that Kelly has been doing reducing the number of travelers. Right now we have two traveler, and one of those is a direct contract for one year rather than through an agency. The Long Term Care covid visits has been a real strain, our residents have become part of our own families. We know that they do better when they have their own loved ones coming in to visit them and we're looking forward to them being able to have that again. Right now in order to open up visitation to the LTC residents we will have to have no positive cases for two weeks.
6. **Quality Improvement Report** – Kelly Kedzierski's report is in the packet. Kelly was unable to attend, Dr. Sanders was available to answer questions in regards to QI on her behalf.
7. **Ancillary Services Quarterly Report** – Tamara Russin reported that her written report is in the packet, Dr. Gifford just arrived so he will be in Clinic tomorrow. Things are going well, Laura Henneker has been really working on using our EHR to the fullest. We have a PTA that just started and her enthusiasm and energy has been great, and our OT as well.
8. **Sound Alternatives Quarterly Report** - Barb Jewell reported that her written report is in the packet, other than that we are doing our Behavioral Health 1115 waiver and our Joint Commission survey. We will continue to advertise for group sessions, and we're hoping that people will show interest. Getting programs like this up and running in a small town is difficult.

F. ACTION ITEMS

1. Dingus, Zarecor & Associates Engagement Letter

M/Hayden S/Ronnegard "I move that the CCMC Authority Board of Directors approve the Engagement letter from Dingus, Zarecor & Associates for the 2020 audit."

Meyer – yea, Hayden – yea, Ronnegard – yea, Kuntz - yea, Graham – absent. 4 yeas, 0 nay, 1 absent; Motion passed.

2. Approval of the UST Bid approval for Pinnacle Construction

Greg Meyer has recused himself on this item.

M/Ronnegard S/Hayden "I move that the CCMC Authority Board of Directors approve the Underground Storage Tank Replacement Project bid provided by Pinnacle Construction for \$346,700."

Kuntz - yea, Ronnegard – yea, Hayden – yea, Graham – absent, and Meyer - abstain.

3 yeas, 0 nay, 1 absent, 1 abstain; Motion passed.

3. Approval of the Chemistry Analyzer

M/Kuntz S/Hayden "I move that the CCMC Authority Board of Directors approve the emergency replacement of the laboratory chemistry analyzer using Cares funding up to \$40,000."

Meyer - yea, Hayden – yea, Kuntz - yea, Ronnegard – yea, Graham – absent. 4 yeas, 0 nay, 1 absent; Motion passed.

4. Delineation of Privileges for Brian Iutzi, MD

M/Kuntz S/Hayden "I move that the CCMC Authority Board of Directors approve the delineation of privileges for Brian Iutzi, MD as presented."

Meyer - yea, Hayden – yea, Kuntz - yea, Ronnegard – yea, Graham – absent. 4 yeas, 0 nay, 1 absent; Motion passed.

G. DISCUSSION ITEMS

1. Board of Director's Tour of CCMC

10:00am on Saturday the Board of Director's will meet at CCMC and take a tour of the upgrades and changes to the facility.

H. AUDIENCE PARTICIPATION ~ None

I. BOARD MEMBERS COMMENTS

Hayden ~ Thank you all for your hard work, I am excited to see all of the projects.

Kuntz ~ Thanks again to Dr. Sanders' leadership, up and down the food chain you see that it seems that the biggest changes to CCMC came at the hardest times.

Meyer ~ I've said it over and over, we really appreciate you guys and that's sincere.

Ronnegard ~ I am wondering if we've heard any more from NVE? I am so pleased with the financials, and in the medical industry if you wait too long they're uncollectable.

Greg Meyer responded to Linnea that they have a new board within the last few months and he knows that this Board will want to proceed with something and will be more creative and open to more options. They have a lot on their plates with business' and covid, so I am thinking we'll hear something more around March. I think once we get into discussions, the yea or nay will happen rather quickly, that's my gut feeling, but it's all up to them. The Mayor did say today that they still want to go ahead and look at options.

J. EXECUTIVE SESSION ~ None

K. ADJOURNMENT

M/Hayden S/Kuntz "I move to adjourn"

Greg Meyer declared the meeting adjourned at 7:16pm.

Prepared by: Faith Wheeler-Jeppson

CEO Report Board Meeting February 2021

Current legislative session is underway. We are still evaluating the impact of the expiration of the emergency order for CCMC operations. Federal emergency authorizations and waivers, as well continued authorizations from DHSS have largely left our operations unchanged. Other items we are watching closely in this session include:

SB 65: Liability Consulting Health Care Provider bill creates liability protections for consulting providers. This is beneficial for rural providers in that we depend on telephone consultation with specialists to help guide decision making. This bill protects the consultants from liability and will help to encourage and support consultative services.

SB 67: Nurse Licensure Compact Legislation enabling Alaska to join the multi-state Nurse Licensure Compact which will enable a wider availability for recruiting and travelers.

Covid Vaccine:

The March allocation for vaccines is enough for 100 individuals. Combined with the Ilanka distribution we believe we will be able to reach over 50% of remaining individuals on the waitlist.

Nationwide vaccine rates in highest vaccinated hospitals report a rate 74-86%. CCMC hospital employee vaccine rate is 84%!

Services:

LTC: Our LTC remains at capacity. We are anxious to have wider availability of family visits for our patients. We continue to monitor CMS guidance for allowing visits.

ER/ Hospital/SWING: Swing bed and inpatient utilization is up.

Clinic: No changes in clinic service. We have reinitiated onsite pediatrician visits which went well last month. We continue to encourage community members to come in for preventive and routine care as we have safe covid practices and are concerned with preventive care being further postponed. Clinic staff have also tackled CCMC's side for Cordova's vaccine distribution.

Kudos to Tamara for heading up the Covid Vaccine project!

Sound Alternatives: Sound Alternatives staff are doing an excellent job treating clients and developing community services while short staffed. We have four vacancies in this department including the need for a licensed master level behavioral health clinician.

Quality:

CCMC staff are continually busy maintaining policy and procedures and verifying compliance with current CMS conditions of participation. In the packet there is an updated policy "Admin 300 Policies, Procedure and Guidelines development and review." Key changes to this policy

will allow for policy review to be every other year rather than annually as previously completed. This change will decrease some of the administrative burden for leadership and medical staff and allows a more thorough evaluation during the review period.

Covid Response Capital Update:

- Nurse Call System: Pending, work is starting March 2, 2021
- HVAC system - phase one substantial completion. Currently evaluating availability of funding for phase 2 which includes automation of controls throughout the building.
- Wheelchair van: Arrived and will be put into service this month!

Facility Capital Maintenance Projects:

- UST - contract awarded to Pinnacle Construction, Inc. Project is in process with a substantial completion date expected prior to August 1, 2021.

**CORDOVA COMMUNITY MEDICAL CENTER
INCOME STATEMENT - PRELIMINARY
COMPARISON TO BUDGET
FOR THE MONTH OF JANUARY AND YTD, 2021**

CURRENT MONTH			YTD			
ACTUAL	BUDGET	VARIANCE Over / (Under)		ACTUAL	BUDGET	VARIANCE Over / (Under)
			SERVICE REVENUE			
\$ 16,106	\$ 39,000	\$ (22,894)	Inpatients	\$ 16,106	\$ 39,000	\$ (22,894)
80,990	106,200	(25,210)	Swing Bed	80,990	106,200	(25,210)
395,327	429,600	(34,273)	Long Term Care	395,327	429,600	(34,273)
42,958	55,300	(12,342)	Clinic	42,958	55,300	(12,342)
425,525	323,600	101,925	Ancillary Depts	425,525	323,600	101,925
24,303	32,000	(7,697)	Behavioral Health	24,303	32,000	(7,697)
93,393	107,000	(13,607)	Retail Pharmacy	93,393	107,000	(13,607)
<u>1,078,602</u>	<u>1,092,700</u>	<u>(14,098)</u>	Total Service Revenue	<u>1,078,602</u>	<u>1,092,700</u>	<u>(14,098)</u>
			OTHER REVENUE			
14,542	98,500	(83,958)	Grants	14,542	98,500	(83,958)
1,113,148	-	1,113,148	PPP Grant Income	1,113,148	-	1,113,148
19,228	15,600	3,628	In-kind Contributions - City/T1	19,228	15,600	3,628
2,614	8,500	(5,886)	Other Revenue	2,614	8,500	(5,886)
<u>1,149,533</u>	<u>122,600</u>	<u>1,026,933</u>	Total Other Revenue	<u>1,149,533</u>	<u>122,600</u>	<u>1,026,933</u>
			DEDUCTIONS FROM REVENUE			
201,055	178,400	22,655	Contractual Adjustments	201,055	178,400	22,655
4,050	10,200	(6,150)	Charity	4,050	10,200	(6,150)
24,626	4,200	20,426	Administrative Adjustments	24,626	4,200	20,426
-	46,700	(46,700)	Bad Debt	-	46,700	(46,700)
<u>229,731</u>	<u>239,500</u>	<u>(9,769)</u>	Total Deductions	<u>229,731</u>	<u>239,500</u>	<u>(9,769)</u>
\$ 1,998,404	\$ 975,800	\$ 1,022,604	Total Net Revenue	\$ 1,998,404	\$ 975,800	\$ 1,022,604
			EXPENSES			
\$ 355,331	\$ 412,600	\$ (57,269)	Wages	\$ 355,331	\$ 412,600	\$ (57,269)
114,977	202,400	(87,423)	Employee benefits	114,977	202,400	(87,423)
165,428	135,900	29,528	Professional Fees	165,428	135,900	29,528
91,641	97,700	(6,059)	Supplies	91,641	97,700	(6,059)
-	4,500	(4,500)	Minor Equipment	-	4,500	(4,500)
32,848	29,700	3,148	Repairs and Maintenance	32,848	29,700	3,148
204	10,200	(9,996)	Rents and Leases	204	10,200	(9,996)
41,848	46,700	(4,852)	Utilities	41,848	46,700	(4,852)
2,021	2,500	(479)	Travel and Training	2,021	2,500	(479)
19,809	15,700	4,109	Insurance	19,809	15,700	4,109
1,076	3,000	(1,924)	Recruiting and Relocation	1,076	3,000	(1,924)
49,562	69,600	(20,038)	Depreciation and Amortization	49,562	69,600	(20,038)
26,882	29,700	(2,818)	Other Expenses	26,882	29,700	(2,818)
<u>\$ 901,627</u>	<u>\$ 1,060,200</u>	<u>\$ (158,573)</u>	Total Expenses	<u>\$ 901,627</u>	<u>\$ 1,060,200</u>	<u>\$ (158,573)</u>
\$ 1,096,777	\$ (84,400)	\$ 1,181,177	Net Income	\$ 1,096,777	\$ (84,400)	\$ 1,181,177

**CORDOVA COMMUNITY MEDICAL CENTER
BALANCE SHEET - UNAUDITED
AS OF JANUARY 31, 2021**

	<u>CURRENT MONTH</u>	<u>31-Dec-20</u>	<u>DEC 31, 2020</u>
ASSETS			
CURRENT ASSETS			
Cash	\$ 2,465,830	\$ 2,569,960	\$ 2,569,960
Net Patient Receivables	1,115,503	1,022,520	1,022,520
Grant Receivable	462	462	462
Clearing accounts	(325,880)	(313,167)	(313,167)
Prepaid Expenses	129,502	119,920	119,920
Inventory	521,215	543,519	543,519
Total Current Assets	<u>3,906,632</u>	<u>3,943,214</u>	<u>3,943,214</u>
PROPERTY PLANT & EQUIPMENT			
Land	122,010	122,010	122,010
Buildings	7,664,341	7,664,341	7,664,341
Equipment	8,778,359	8,708,643	8,708,643
Construction in Progress	727,024	727,024	727,024
Total PP&E	<u>17,291,734</u>	<u>17,222,018</u>	<u>17,222,018</u>
Less Accumulated Depreciation	(12,938,301)	(12,889,989)	(12,889,989)
Net Property Plant & Equipment	<u>4,353,433</u>	<u>4,332,029</u>	<u>4,332,029</u>
OTHER ASSETS			
Goodwill - Pharmacy	150,000	150,000	150,000
Goodwill - Amortization	(46,250)	(45,000)	(45,000)
PERS Deferred Outflow	1,233,359	1,233,359	1,233,359
Total Other Assets	<u>1,337,109</u>	<u>1,338,359</u>	<u>1,338,359</u>
	-	-	-
Total Assets	<u>\$ 9,597,174</u>	<u>\$ 9,613,602</u>	<u>\$ 9,613,602</u>
LIABILITIES AND FUND BALANCE			
CURRENT LIABILITIES			
Accounts Payable	\$ 231,669	\$ 200,191	\$ 200,191
Payroll & Related Liabilities	689,191	573,554	573,554
PPP Loan	-	1,113,148	1,113,148
Unearned Revenue	3,621,785	3,621,785	3,621,785
Interest and Other Payables	(17,988)	(18,599)	(18,599)
City Short Term Debt	5,516,459	5,516,459	5,516,459
Other Current Liabilities	317,339	327,229	327,229
Total Current Assets	<u>10,358,455</u>	<u>11,333,766</u>	<u>11,333,766</u>
LONG TERM LIABILITIES			
Net PERS Liability	5,175,441	5,175,441	5,175,441
PERS Deferred Inflow	1,696,443	1,696,443	1,696,443
Total LTD	<u>6,871,884</u>	<u>6,871,884</u>	<u>6,871,884</u>
FUND BALANCE			
Unrestricted Fund Balance	(7,122,053)	(7,122,053)	(7,122,053)
Tempory Restricted Fund Balance	18,514	18,514	18,514
Net Income - Current Year	(529,625)	(1,488,509)	(1,488,509)
Total Fund Balance	<u>(7,633,165)</u>	<u>(8,592,048)</u>	<u>(8,592,048)</u>
	-	-	-
Total Liabilities and Fund Balance	<u>\$ 9,597,174</u>	<u>\$ 9,613,602</u>	<u>\$ 9,613,602</u>

**CORDOVA COMMUNITY MEDICAL CENTER
STATEMENT OF CASH FLOWS
FOR THE MONTH OF JANUARY 2021, AND YTD**

	Current Mo.	YTD
<i>Cash Flows From Operating Activities:</i>		
Net Income (Loss)	\$ 1,096,777	\$ 1,096,777
Adjustments to Reconcile Net Income to Net Cash:		
Depreciation and Amortization	49,562	49,562
Changes In:		
Net Patient Receivables	(92,983)	(92,983)
Grant Receivables	-	-
Clearing Accounts	12,714	12,714
Inventories	22,304	22,304
Prepaid Expenses	(9,582)	(9,582)
Accounts Payable	31,478	31,478
Payroll & Related Liabilities	115,637	115,637
PERS Payable	-	-
Cost Report Payable	-	-
Interest and Other Payables	611	611
Other Current Liabilities	(149,016)	(149,016)
Net Cash Provided (Used) By Operating Activities	1,077,502	1,077,502
<i>Cash Flows From Financing Activities:</i>		
New PPP loan	-	-
Unearned Revenue	-	-
Conversion of PPP Liability	(1,113,148)	(1,113,148)
Interest Earned from CD	1,233	1,233
City Short-Term Debt	-	-
Net Cash Provided (Used) By Financing Activities	(1,111,915)	(1,111,915)
<i>Cash Flows From Investing Activities:</i>		
Purchases of Property, Plant & Equipment	(69,716)	(69,716)
Purchases of PP&E (Construction in Progress)	-	-
Net Cash Provided (Used) By Investing Activities	(69,716)	(69,716)
Net Increase (Decrease) in Cash	(104,130)	(104,130)
Cash at Beginning of Period	2,569,960	2,569,960
Cash at End of Period	\$ 2,465,830	\$ 2,465,830

To: CCMC Authority Board of Directors
From: Kelly Kedzierski, RN
RE: February 2021 Nursing Update

- Staffing:
 - We have 7 permanent nursing staff and 1 traveler nurses.
- Census:
 - LTC census is 10. Currently, we have 3 swing beds occupied.
- The ongoing challenges:
 - Still one of the biggest challenges is visitation for the LTC residents and their families. Scheduled in person LTC visits started at CCMC on February 19th and we will keep allowing scheduled in person visits for as long as it remains safe to do so. We will continue to follow the CMS guidelines on this. We are balancing safety with connection and making every effort to keep families connected. We will continue taking the residents out for rides for visits with loved ones. The residents enjoy seeing their loved ones through the window of the van, as well as through Zoom meetings, Face time calls, and hearing their loved ones voices through regular phone calls as well.
 - LTC transportation-We are excited to announce that CCMC LTC got our new van February 2021.

Kelly Kedzierski, RN

CNO

To: CCMC Authority Board of Directors
From: Kelly Kedzierski, RN
RE: February 2021 Infection Prevention

Infection Control

CCMC has been conducting testing for the community to stop or at least slow the spread of Covid-19. Our nursing staff, our lab staff and all of our staff are dedicated and working hard for the safety of the community.

Our next infection control meeting will be held on March 3, 2021.

Fun Facts: February is American Heart Month

According to the CDC:

Heart Disease and the conditions that lead to it can happen at any age.

High rates of obesity and high blood pressure among younger people (ages 35-64) are putting them at risk for heart disease earlier in life.

Nearly half of all Americans have at least one of the top three risk factors for heart disease: high blood pressure, high cholesterol, and smoking.

- **High blood pressure:** Millions of Americans of all ages have high blood pressure, including millions of people in their 40s and 50s. About half of people with high blood pressure don't have it under control. Having uncontrolled high blood pressure is one of the biggest risks for heart disease and other harmful conditions, such as stroke.
- **High cholesterol:** High cholesterol can increase the risk for heart disease. Having diabetes and/or obesity, smoking, eating unhealthy foods, and not getting enough physical activity can all contribute to unhealthy cholesterol levels.
- **Smoking:** More than 35 million U.S. adults are current smokers, and thousands of young people start smoking each day. Smoking damages the blood vessels and can cause heart disease.

Manage conditions: Work with your health care team to manage conditions such as high blood pressure and high cholesterol. This includes taking any medicines you have been prescribed. Learn more about preventing and managing high blood pressure and high cholesterol.

To: CCMC Authority Board of Directors
From: Kelly Kedzierski, RN
RE: February 2021 Quality Improvement Report

Quality Improvement

The CCMC team is continuously and consistently working hard to build a healthcare system that focuses on keeping our community healthy, provides appropriate and timely access to excellent healthcare, and provides the right care, at the right time, in the right place, all the while promoting focused improvement.

The last Quality meeting was held on November 19th, 2020 where we discussed:

- Working on Process Improvement Projects in each department
- Being Survey Ready
- Environmental Care rounds ongoing

During 2020 some of the process improvement projects we worked on were:

- Consultative services
- Environment of care rounds
- Environmental care
- Improvement of documentation
- Fire Safety
- Out Patient Services
- Nutritional Services
- Adherence to sanitation guidelines
- Policy and Procedures

Our next Quality meeting scheduled date has been changed from March 4th to March 2th, 2021.



Memorandum

To: CCMC Authority Board of Directors

From: Dr. Hannah Sanders, CEO

Subject: Approval of Delineation of Privileges for Alaska Regional - Radiologist

Date: 01/25/2021

Suggested Motion: “I move that the CCMC Authority Board of Directors approve the Delineation of Privileges for John McCormick, MD with Alaska Regional as presented.”



Memorandum

To: CCMC Authority Board of Directors
From: Dr. Hannah Sanders, CEO
Subject: Approval of ADM 300 Policy
Date: 02/22/2021

1. **Suggested Motion:** "I move that the CCMC Authority Board of Directors approve the ADM 300 Policy, Procedure, and Guideline Development and Review Policy as presented."

CORDOVA COMMUNITY MEDICAL CENTER	POLICY # ADM 300
SUBJECT/TITLE: Policies, Procedures, and Guideline Development and Review	PAGE: 1
	OF: 4
DEPARTMENT/SCOPE: Administration	EFFECTIVE: 1/24/2006
	REVISED: 2/21/2018

Purpose and/or Policy Statement:

Definitions:

Policy: This is a statement that says what is done and in some cases, why it is done. Policy statements may or may not have a procedure, guideline, form, or other attachment.

Procedure: This information will state what is done to accomplish the policy statement; this may include who will do it, where it will be done, and when it will be done. The procedural steps can be general information. Procedures must have an associated policy statement.

Guideline: This states step by step how to accomplish a task. The steps are comprised of specific information and details. Guidelines stand on their own and do not reference a policy. Guidelines may include attached forms or other documents that are required in performing the steps of the guideline.

Policy:

Policies, Procedures, and Guidelines establish standards of consistent practice within and throughout the departments and committees of Cordova Community Medical Center (CCMC). These documents are written for any task that should remain consistent regardless of who is performing it.

Cordova Community Medical Center (CCMC) Authority Board of Directors (Board) has overall governance and authority in relation to policies, procedures and guidelines (PPG) of CCMC. Where appropriate, the Board delegates PPG Development and Review authority to the CEO who then delegates to the appropriate policy advisory group which consists of the medical director, nurse practitioner or PA when on staff (e.g.: Executive Leadership Team, Quality Management Committee (QMC), Directors and Department Head etc.) or the appropriate person as indicated in the table below or designated by the CEO. The Board delegates Final Approval of the PPG's to the CEO, with the exception of the PPG's that must be Final Approved by the Board as noted in the table below. PPG's have no effect until Final Approval, and signed by the CEO.

The policy advisory group will complete periodic review biennially and will refer all new policies and policies with changes to QMC for approval. QMC will complete the review and final approval of policies, procedures, and guidelines, as well as any forms used at CCMC. In limited critical situations the CEO may provide Final Approval to PPG's prior to QMC recommendation. Paper copies of approved documents will be stored in specifically-designated policy binders in Administration and listed in an index for each policy department. The Compliance Officer will update the binder with a new printed and approved document any time there is a revision to the document. Electronic copies of all policies, procedures, guidelines, and associated forms or other attachments will be stored in an online database, accessible to all staff through the facility's policy management database.

CORDOVA COMMUNITY MEDICAL CENTER	POLICY # ADM 300
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SUBJECT/TITLE: Policies, Procedures, and Guideline Development and Review	EFFECTIVE: 1/24/2006
	DEPARTMENT/SCOPE: Administration
	REVISED: 2/21/2018

Content	PPG Examples	Initial Body Approval	Final Approval Body (New/Major Revisions)	Final Approval Body (Minor Revisions)
Mission, Vision, Values, Goals, Bylaws, Rules and Regulations. Delegation of Signing Authorities And Financial Controls Any Policies having direct application to the Board. Policies required to go to the Board by regulations.	Board Bylaws Conflict of Interest Board of Directors Code of Conduct and Confidentiality QI Plan	CEO QMC	Board of Directors	Board of Directors
Controversial policies Policies that could potentially affect CCMC's reputation High Resources Impact Policies	Restrictions on Foundation Fundraising Complimentary Health Practices Physician Assisted Suicide	CEO QMC	Board of Directors	CEO
Administrative Policies	Personal Health Information Act	CEO QMC	CEO	CEO
Non-Clinical Policies	Respectful Workplace Occupational Health and Safety Rights and Responsibilities	Department Head Or Appropriate Committee QMC	CEO	CEO
Clinical Policies (Interprofessional or discipline specific)	Organ & Tissue and Donation Code Blue	Medical Staff Department Head	CEO	CEO

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Includes policies addressing specific standards of practice	Least Restraint	CEO QMC		
Research	Research Ethics Board	Medical Staff	CEO	CEO
	Research Agreements	CEO QMC		
Infection Prevention and Control	Outbreak Management	Chief Nursing Officer	CEO	CEO
	Management of Patient Exposures	Infection Control Committee		
	Blood or Body Fluids Personal Pet Visitation	QMC		
Care/Medical Directives	Suturing	Medical Staff	CEO	CEO
Delegated Medical Functions	Flu Immunization Champions	QMC		
Policies Addressing Medication Practices	Medical Marijuana	Department Head	CEO	CEO
	Medication Orders	Medical Staff		
	Chemotherapy	QMC		
Program based and Department based Policies (Diagnostic Imaging, Laboratory, Pharmacy, Housekeeping, etc.)	Environmental Cleaning and Disinfection	Department Head	CEO	CEO
		QMC		

Policies and procedures are reviewed at least biennially per CMS §485.635(a)(4). Revisions and updates to be completed by the respective policy advisory group which consists of the department manager for the manual, the medical director and the mid-level provider. Once the PPG's have been reviewed by the advisory group, they should be presented to the QMC for review. The QMC should document the review of all presented PPG's. Individual PPG's that are reviewed and do not require revision signed in the policy database by the advisory group and are sent to the CEO for final approval of review. This review should be completed between January 1st and September 30th of each calendar year, according to the chart below.

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First Quarter	Administration - ODD YEARS Corporate Compliance - EVEN YEARS Employee Health - EVEN YEARS Environmental Services & Infection Control- ODD YEARS Long Term Care - EVEN YEARS Materials Management ODD YEARS Radiology - ODD YEARS Social Services - ODD YEARS Sound Alternatives - EVEN YEARS Sterile Processing - ODD YEARS
Second Quarter	Finance - EVEN YEARS Fire, Safety, Disaster - EVEN YEARS Health Information Management -ODD YEAR Laboratory Services - EVEN YEARS Nursing - ODD YEARS Quality Improvement -EVEN YEARS Quality Management Committee -ODD YEAR Rehabilitation Services - EVEN YEARS Senior Services - ODD YEARS
Third Quarter	Clinic - ODD YEARS Dietary - EVEN YEARS Human Resources - ODD YEARS Infection Control - EVEN YEARS Medical Staff - EVEN YEARS Pharmacy and Therapeutics - EVEN YEARS Utilization Review - ODD YEARS

Procedure:

None

Documentation:

None