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|  | **St. Ann’s Quality Improvement Minutes** | | | |
|  | **April 25, 2020**  **TIME**  Invited: Tom Gallucci, Dillion, Ronnie Crider, Karen Devereux, Gwen Gill, Doug Gill, Greg Unruh, Melissa Green  Attendance: Tom, Dillion, Ronnie, Karen, Gwen, Doug, Greg, Melissa | | | |
| **Time** | | **Agenda** | **Facilitor** | **3-WWW’s (Who, What, When)** |
| 2:30pm | | Welcome | Melissa | Gwen presented Tom with an appreciation certificate for all the admission work he has been doing. |
| 2:35pm | | Melissa’s expanded role | Melissa | Melissa will be doing some quality work and assisting in development of desk manuals. |
| 2:40pm | | Contract Compliance | Greg | Please review the shorten version of the contract. It is important we each keep this in mind as we work with residents and develop systems. |
| 2:55pm | | Discussion of systems: | Melissa | Melissa will be working with each of you and looking at systems. We will be putting “how things work” into a desk manual so any one could pick it up know how the system works. Brainstorm of systems:   * Shift reports * Typical day in CNA/MT/Activities * Housekeeping * Dietary * Maitenance * New hires * Peer support * Admissions * Daily systems * New residents * Assignment of Care |
| 3pm | | Performance Evaluations | Melissa | Please review the forms regarding performance evaluation. Please try the evaluation form and send Melissa any suggestions. |
| 3:10pm | | Performance Indicators | Melissa | As we develop desk manual, be thinking about systems that can be improved. We want do have at least one indicator for each discipline. |
| 3:15pm | | Round Table   * Dietary * Nursing * Maitenance * Administration * CEO | All | CEO:Assisting with admissions, HCS calls on Tuesday. Facilitating Board meetings by zoom and letting community know about St. Ann’s.  Dietary: Dillion has systems in place for dietary. Going to have an advanced continential breakfast so residents can choose, also always have soup and salad at lunch as well as a main choice. New kitchen help coming on soon. Working with Dawna to have special birthday celebration for each resident.  Nursing: Working on staffing, Staying afloat with admissions and meeting needs of residents  Gwen: Max and team are getting resident things they need. Just email them.  Doug: Found a 15 passenger van. Having the wheelchair lift installed. Also getting cigarettes if residents need them.  Maitenance: Working on prevenative maintenance, fire marshall was out, orienting new staff to safety processes, phone system, HVAC.  Administration: Staying busy with admissions and wants to start staff appreciation.  Melissa: Working on behavior support plans for admissions, starting system for regular care plans. |

