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|  | **St. Ann’s Quality Improvement Agenda** |
|  | **May 8, 2020****1pm**Invited: Tom Gallucci, Dillon, Ronnie Crider, Karen Devereux, Gwen Gill, Doug Gill, Greg Unruh, Melissa GreenAttendance: Tom, Dillon, Ronnie, Karen Greg, Melissa |
| **Time** | **Agenda** | **Facilitor** | **3-WWW’s (Who, What, When)** |
| 1pm | Welcome | Melissa |  |
| 1:05pm | Contract Compliance:Updates on:1. Dietitian
2. Posted Menus
3. Activities
4. Care Plan/Behavior support meetings
5. Behavior support assessments
 | All | Dietitian: Greg reached out to CHI Franscican. **WWW**: Greg will follow upMenus: Dillon and Karen worked together and they are up. **WWW**: Dillon to create a Folder storage system. Will report out in two weeks.Activites: Activity Director position is postedCare Plans/Behavior Support Meeting: Melissa was in Tuesday and all care plans are up to date nowBehavior Support Assessments: All completed and up to datePharmacy: **WWW**: Tom is to check on how the monthly check can occur and be documented. Report out next meeting |
| 1:20pm | Review of systems for Desk Manuals1. Housekeeping
2. Kitchen

What is the next system? | Melissa | The two formats were reviewed and the format with a header bar was choicen to be used.Housekeeping Manual is complete and will be posted online.Kitchen system started. **WWW**: Dillon to send Melissa answers to questions by 5.15.20.The team picked two new systems to work on. Hiring and Maitenance. **WWW**: Melissa, Karen and Ronnie to meet 5.15.20 at 10am to work on this. |
| 1:30pm | Performance Evaluation System Evaluation | Tom | Performance Eval system was reviewed. Team thought it worked well. Karen recommended we add a section for staff to write what their personal professional goals are. Also Greg recommended we add a soft piece of Mission, Vision and Values to the eval. **WWW:** Melissa to update by 5.22.20202 |
| 1:35pm | Performance Indicators per Department: what are your ideas? Start with 2?1. Nursing
2. Maitenance
3. Administration
4. Dietary

Documents on Employee Portal | Melissa | Team discussed and Fire Drills and Ergonomics for staff are the performance indicators we will start with. **WWW**: Karen, Ronnie and Melissa to meet 5.15.2020 10am to discuss what the goals should be. Will present at 5.22.2020 meeting |
| 1:40pm | Round Table* CEO
* Dietary
* Nursing
* Owners
* Maitenance
* Administration
 | All | Dillon: Menus are posted, working on hiring weekend staff, working on a routine so kitchen flows smoothly. **WWW**: Dillon will have a special diet binder by 5.15.2020.Karen: Staffing is set for 24 residents! Staff training taking place today to meet the contract. Working on TB tests for all staff and employee files. Current Challengese with pharmacy and having to make calls and set up all the billing with different insurances. This takes time. **WWW**: Tom to talk with pharmacy and see if the billing can be negotiated and the pharmacy can do this. **WWW**: Karen to work with WSH and request two weeks of depends and sleep apnea equipment come with the patient.Ronnie: Closets upstairs are finished. Twelve closets put together for downstairs this week. Safes put in. Safes and towel racks for upstairs have been ordered. Waiting for 10 beds. They were suppose to come today. Nurse call lights will be put in next week.Tom: Gave a tour to a potential Behavior Support Specialist. Worked with Carol today and completed financial items. Received 8 applications for Activity Director. **WWW:** interview panel of Tom, Karen and Dawna to be on panel. 96 applications for Administrative assistance**. WWW**: Tom and Karen to interview. Hannah is now doing initial assessment and care plan and uploading documents into PCC. Tom has a meeting next week with PCC. **WWW**: Tom to do staff training on PCC. Dawna is taking people to greaterlakes for appoinments. Dawna starts full time Monday this will help with activities. |

