



Safety Committee Meeting Minutes 1/17/2018

Present: Catharina Lee, Kim Riopelle, Cyndy Singletary, Leroy Harcum, Tonii Gedin, Maria Martins Evora, Katie League, Lawanda Williams, Margaret Flanagan, Taylor Kasky, Kevin Kearney

Agenda:

I. Incident reporting P+P Feedback

- a. All members were sent copies of the policy and procedure and asked to review and provide any feedback
- b. Feedback can be submitted via email

II. Incident Reporting Training

- a. Presented the committee with the training that will be given to All Staff
- b. Asked for live feedback on content
- c. “Who calls the code” should actually be the person who determined that a code was necessary
- d. **GRC**
 - i. Add in how to save once information has been entered
 - ii. Include screen shots of the Dashboard
 - iii. Sites – should include a mechanism to clarify where if on outreach
 - iv. Show expanded version of all incident types
 - v. Can we hide the assignment section?
 - vi. Will include slides that are just screenshots
- e. Give a hypothetical to staff to show what, when and who should report
- f. Will reach out to Tina to create tri-folds with screenshots and information for staff to keep as reference guides
- g. Need to clarify that incident reporting is moving away from facilities and to the compliance department
 - i. Introduce the compliance department

III. Meeting Time Change

- a. Most popular time is Wed. at 1pm
- b. Will officially announce new time over the next few weeks and implement for the March or April meeting

IV. Follow-up on staff transporting medications

- a. Following up on an issue from last meeting about staff members transporting medication/delivering medication to clients.
- b. Need to increase safety and procedure for when staff store medication in their vehicles.
 - i. Potential to use lock-bags or lock-backpacks
 - ii. Address issues of staff transporting non-narcotic drugs that still have street value

- c. Some staff members transport rep-payee checks or take clients to the bank on certain days
 - i. One staff member experienced an attempted car jacking on a check day
 - ii. Will develop and implement safety measures and procedures to ensure staff who carry anything of potential value are protected and how to handle certain situations.
- d. Proposed solutions
 - i. Use locked bags for anything of value
 - ii. Placing lock box in car
 - iii. Using center console
 - iv. Storing items in glove compartment
- e. Overall, Agency must minimize instances where staff are transporting narcotics or any other item that has monetary or street value
- f. Potential to have Mt Vernon Pharmacy deliver medications
 - i. At least could reach out to them to see what their policy is/how they do it
- g. Mobile clinic also delivers and picks up medications

Next meeting: Wednesday, February 21st @ 2:00pm