

Safety committee – March 20th, 2019

Present: Tonii Gedin, Margaret Flanagan, Aisha Darby, Jen Tate, Tosha Hershey, Stephanie Donelan, Malcolm Williams, Celena Hoey, Parita Patel

1. Incident reporting data

- a. Noted a full year of reporting incidents through the GRC (over 400 submitted)
- b. Presented Q1 data and Trailing Year data. Data includes:
 - i. 60% incidents are physical, verbal or criminal incidents or Codes
 - ii. Strong reporting from CCP and Fallsway

2. PI RCA update

- a. Goal this year is to increase reporting for treatment, procedure, diagnostic related; medication error; and near misses from 17% to 25%.
- b. Conducted a root cause analysis to start efforts last week and brought to Medical team to determine areas that affect team the most.
- c. Have top 6 root causes and presented them to the PI committee.
- d. Subcommittee formed, will begin working 3/28, and still seeking behavioral health and Fallsway medical participation.

3. In-service follow-ups

- a. Presented one-pager following in-service and asked for feedback from group. Hearing none, presented priorities for 2019 that include:
 - i. Implement Drill schedule and drills at all sites by December 31, 2019
 - ii. Incorporate feedback into 2020 plan development including staff roles and responsibilities and ensure that all sites are reflected in the plans by December 31, 2019
 - iii. Update Downtime Procedure to include expectations for staff and how to manage extended outages, (e.g. ensure there is a plan in place for having access to paper forms) by September 30, 2019
 - iv. Explore systems to allow Televox to send mass text alerts to clients during an emergency situation or closure by December 31, 2019
 - v. Adopt CCP specific inclement weather Policy and/or Procedure by December 31, 2019

4. Site visit highlights

- a. Key findings:
 - No dental findings in West Baltimore or Our Daily Bread
 - Strong tracking of autoclave at Fallsway dental clinic
 - No expired medications at Fallsway
 - Expired test tubes and medications found
 - Open and expired multidose vial
 - Few days without temperature logs completed for refrigerator
 - Full storage at Fallsway and supplies stored in many locations
 - Medication tracking via Access database
 - Storage of supplies under sinks
 - Equipment in need of inspection
 - Labeling of autoclave bags for community sites
 - Access database for medications at all sites

5. EOC updates

- a. Fire: Fire drill conducted 3/19 with clients.

Next meeting: April 17th, 2019 3rd floor large conference room