

Chief of Staff
Ishan Gunawardene, MD
June 2020 - Present



Associate Chief Medical Officer
Jennifer Dorce-Medard, DO
September 2020 - Present

Secretary/Treasurer
Bryan Dawkins, MD
December 2020 - Present

Chief of Staff-Elect
Luis Perezalonso, MD
December 2020 - Present

Medical Executive Committee Meeting Agenda

May 2, 2022

4:30 p.m. – 6:00 p.m.

1. **Call to Order**
2. **Introduction(s)**
3. **Public Comment(s)**
4. **Approval of Previous Minutes**
 - a) April 4, 2022 MEC Minutes
5. **Infection Control – Jennifer Glisson**
 - Infection Prevention, Control and Employee Health Plan June 2022-May 2023
 - Preventing Device-Associated Infections Standard Operating Procedure
 - Sepsis Advanced Nursing Intervention (ANI) Standard Operating Procedure
6. **Treasurer Report/Bank Statement – Dr. Bryan Dawkins**
7. **New Business: None**
8. **Delinquent Medical Records – RoseAnn Webb / Janet Moreland**
 - Provider Deficiency List – April, 2022
 - Pending History and Physicals – April 2022
 - Deficiency STATS for FY 21-22 – April 2022
 - Deficiency Statistics – July 2021 – April 2022
9. **CCU Report – Dr. Yaw Abu - *No Report***
10. **Pharmacy Report – Kristine Morales**
 - Pharmacy & Therapeutics MEC Summary – February & March 2022
 - Pharmacy and Therapeutics Committee Meeting Minutes – February 2022
 - Pharmacy & Therapeutics Slides – March 2022
 - ISMP – March 2022
11. **Emergency Services Report – Dr. Luis Perezalonso**
 - Graph Monthly Comparisons and Graph – March 2022
12. **Surgical Services Report – Dr. Barry Davis**
 - Daily Stats – March 2022
 - Inpatient Surgeries – March 2022
 - Outpatient Surgeries – March 2022
 - C-Section Surgeries – March 2022
 - Call Back Log – March 2022
13. **Radiology Report – Dr. Thomas Marino / Michelle Bush**
 - Performance Improvement Report – March 2022

14. **Laboratory Department Report** – *Dr. Thomas Bolton / Dinaliza Calderon*
 - Blood Product Utilization – March 2022
 - Blood Product Wastage – March 2022

15. **Credentialing Department Report** – *Tsega Lawrence / Maria Uribe* – **No Report**
 - Medical Executive Committee Credentialing & Privileging Report

16. **OB Department Report** – *Dr. Julie Pass*
 - Deliveries - March 2022
 - Vaginal – March 2022
 - C-Sections –March 2022
 - Transfers – March 2022
 - Feedings – March 2022

17. **Community Liaison Report** – *Joe-Ann Hyppolite* – **No Report**

18. **Pediatrics Department Report** – *Dr. Yolanda Cosme*
 - Pediatric Report – March 2022

19. **Graduate Medical Education Report** – *Dr. Jennifer Dorce-Medard* – May 2022

20. **Associate Chief Medical Officer Report** – *Dr. Jennifer Dorce-Medard* – **No Report**
 - Associate Chief Medical Officer Report

21. **Director of Nursing** – *Alyssa Tarter*
 - *Nursing Summary* – April 2022

22. **Quality and Patient Safety** – *Sylvia Hall* – **No Report**
 - Quality Management Executive Summary

23. **Risk Management** – *Alyssa Tarter*
 - Risk Management-First Quarter 2022 (January-March)

24. **Associate VP of LMC Report** – *Janet Moreland* - **No Report**

25. **Adjournment**

26. **Next Scheduled Meeting: June 6, 2022 at 4:30 p.m.**

TOPIC	DISCUSSION AND FINDINGS	RECOMMENDATION	FOLLOW-UP/ACTION
Call to Order 4:33 PM	The committee members were present on the attached sign-in roster.	A quorum was present and the meeting was called to order.	None
Introduction(s)			
	Janet Moreland introduced Louise Fabien.	None	None
Public Comments			
	None		None
Minutes			
Meeting Minutes	Approval of March 21, 2022 MEC minutes.	None	Motion to approve the March 21, 2022 MEC meeting minutes 1st Motion: Dr. Jennifer Dorce-Medard 2nd Motion: Dr. Julie Pass
Report			
Treasurer Report	<p>Dr. Dawkins stated that in the beginning of March 2022 there was a balance of \$91,502.21.</p> <p>He deposited eight checks for medical staff dues. He will forward the list to the committee . The ending balance after deposit was \$93,902.21.</p> <p>He has a meeting with the accountant the last week of the month to correct the tax situation. He has to pay the annual dues of \$150.00 to continue the corporation.</p> <p>Discussion was held in reference to the accountant and documents that were requested. Dr. Dawkins is going to meet with the accountant in reference to the documents.</p>	<p>Dr. Gunawardene and Dr. Perezalonso will be filing for access with PNC Bank.</p> <p>Dr. Dawkins is going with Dr. Gunawardene and Dr. Perezalonso for the access.</p>	None

TOPIC	DISCUSSION AND FINDINGS	RECOMMENDATION	FOLLOW-UP/ACTION
	<p>Dr. Dawkins stated that he spoke with PNC Bank in reference to Dr. Gunawardene and Dr. Perezalonso getting access and there will be no problem them receiving the access.</p> <p>He was also able to get a debit card so it will be easier to make payments than writing a check.</p>		
Old Business			
None	None	None	None
New Business			
None	None	None	None
Delinquent Medical Records	<ul style="list-style-type: none"> • All MEC members received the Delinquent Medical Records reports for February 1, 2022. • Ms. Webb reviewed and discussed the following: <ul style="list-style-type: none"> ○ Dr. Carroll has not been removed because a note needs to be placed in the chart. ○ She needed an updated contact physician list and she received it from Kimberley Vicente, in order to be able to contact the physicians. ○ Physicians respond better when called, in reference to completing their histories and physicals. They do not respond, as well to the letters that are being sent. ○ Discussed administratively closing the providers that do not complete their 	<p>Dr. Dorce-Medard requested for calls to be made and letters sent to the providers that have delinquent files.</p> <p>Janet Moreland will contact Dr. Philogene, in reference to his H & Ps.</p> <p>Ms. Webb will send a certified letter to Dr. Falestiny, in reference to his H & Ps.</p> <p>Ms. Webb will provide a list of the providers that have been contacted, at every MEC meetings.</p>	

TOPIC	DISCUSSION AND FINDINGS	RECOMMENDATION	FOLLOW-UP/ACTION
	documentations and open when they return. ○ Delinquents are at approximately 6%.		
Committee Reports/Department Reports			
CCU Report	<ul style="list-style-type: none"> No Report 	None	None
Pharmacy Report	All MEC members received the Pharmacy Reports. Ms. Morales reviewed and discussed the following: <ul style="list-style-type: none"> Pharmacy and Therapeutics Committee Meeting Minutes – February 2022 Pharmacy & Therapeutics Slides – February 2022 ISMP – February 2022 Pharmacy & Therapeutics MEC Summary – February 2022 Ms. Morales requested to remove from the formulary Advair because we have Breo in stock. The Advair will be removed from the formulary and no one will be able to select/order it.	Scanned Flushes Report is going to be restructured and easy to read – will present at the next meeting. Dr. Perezalonso asked if anyone objected of removing Advair and using Breo. There was no objection.	All approved
Emergency Department Report	<ul style="list-style-type: none"> All MEC members received the Graph Monthly Comparisons and Graph – February 2022. Dr. Perezalonso: Reviewed and discussed the Graph monthly comparisons. Stated that the new ER Manager is starting in April. He will get with her in reference to having the report with more informative information and not just numbers. 	None	None

TOPIC	DISCUSSION AND FINDINGS	RECOMMENDATION	FOLLOW-UP/ACTION
	<ul style="list-style-type: none"> Welcomed the new ambulance service (EMTs). 		
Surgical Services Report	<ul style="list-style-type: none"> Tabled 	None	None
Radiology Report	<p>All MEC members received the Radiology Report for February 2022. Dr. Thomas Marino reviewed and discussed the Radiology Report.</p> <p>Discussion was held in reference to expedited request and findings.</p>	Dr. Marino requested for the providers to text him when there has been an issue with an expedited request.	None
Laboratory Report	<p>All MEC members received the Laboratory Report for February 2022. Dinaliza Calderon reviewed and discussed:</p> <ul style="list-style-type: none"> Blood Utilization Report – February 2022 Blood Product Wastage – February 2022 <p>Discussion was held on the stocking of platelets.</p> <p>Ms. Calderon stated that everyone was trained on the new Freestyle Precision Pro® Abbott - Glucometer and it went live on March 22 and is going well.</p>	None	None
Credentialing Report	<ul style="list-style-type: none"> No Report 	None	None
OB Services Report	<p>All MEC members received the OB report for March 2022.</p> <ul style="list-style-type: none"> Deliveries – March 2022 <p>Dr. Julie Pass provided the following delivery data: 12 deliveries - 7 vaginal and 5 C-sections, 1 transferred out</p>	None	None

TOPIC	DISCUSSION AND FINDINGS	RECOMMENDATION	FOLLOW-UP/ACTION
	She stated that more people are being seen from the health department and clinic. <ul style="list-style-type: none"> • Vaginal – March 2022 • C-Sections – March 2022 • Transfers – March 2022 • Feedings – March 2022 		
Community Liaison Report	<ul style="list-style-type: none"> • No report 	None	None
Pediatrics Department Report	<ul style="list-style-type: none"> • Tabled 	None	None
Graduate Medical Education Report	<ul style="list-style-type: none"> • No report 	None	None
Associate CMO Report	New Business/In Progress/Follow-ups: <ul style="list-style-type: none"> • Associate Chief Medical Officer Report – March 2022 • Discussion was held in reference to the Ambassador Program 	None	None
Director of Nursing Report	<ul style="list-style-type: none"> • No report 	None	None
Quality and Patient Safety Report	<ul style="list-style-type: none"> • Tabled 	None	None
Risk Management	<ul style="list-style-type: none"> • No Report 	None	None
Associate VP Report	<ul style="list-style-type: none"> • No Report 	None	None
Adjournment	Meeting adjourned at 5:38 p.m. Next meeting May 2, 2022		