

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

June 6, 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) May 2, 2022 MEC Minutes
5. **Treasurer Report/Bank Statement – Dr. Bryan Dawkins**
6. **New Business:**
 - Go Live – Stanton – June 20, 2022
7. **Delinquent Medical Records – RoseAnn Webb / Janet Moreland**
 - Provider Deficiency List – May 2022
 - Pending History and Physicals – May 2022
 - Deficiency STATS for FY 21-22 – May 2022
 - Deficiency Statistics – July 2021 – May 2022
8. **CCU Report – Dr. Yaw Abu - *No Report***
9. **Pharmacy Report – Kristine Morales**
 - Pharmacy & Therapeutics MEC Summary – May 2022
 - Pharmacy and Therapeutics Committee Meeting Minutes – April 2022
 - Pharmacy & Therapeutics Slides – May 2022
 - ISMP – May 2022
 - AMS Committee Meeting – May 2022
 - AMS Committee Meeting Minutes – May 2022
10. **Emergency Services Report – Dr. Luis Perezalonso – *No Report***
 - Graph Monthly Comparisons and Graph
11. **Surgical Services Report – Dr. Barry Davis**
 - Daily Stats – May 2022
 - Inpatient Surgeries – May 2022
 - Outpatient Surgeries – May 2022
 - C-Section Surgeries – May 2022
 - Call Back Log – May 2022
12. **Radiology Report – Dr. Thomas Marino / Michelle Bush**
 - Performance Improvement Report – April 2022
13. **Laboratory Department Report – Dr. Thomas Bolton / Dinaliza Calderon**
 - Blood Product Utilization – April 2022

- Blood Product Wastage – April 2022
14. **Credentialing Department Report** – *Tsega Lawrence / Maria Uribe*
 - Medical Executive Committee Credentialing & Privileging Report – May 2022
 15. **OB Department Report** – *Dr. Julie Pass*
 - Deliveries - April 2022
 - Vaginal – April 2022
 - C-Sections –April 2022
 - Transfers – April 2022
 - Feedings – April 2022
 16. **Community Liaison Report** – *Joe-Ann Hyppolite* – **No Report**
 17. **Pediatrics Department Report** – *Dr. Yolanda Cosme*
 - Pediatric Report – April 2022
 18. **Graduate Medical Education Report** – *Dr. Jennifer Dorce-Medard* – **No Report**
 19. **Associate Chief Medical Officer Report** – *Dr. Jennifer Dorce-Medard*
 - Associate Chief Medical Officer Report
 20. **Director of Nursing** – *Alyssa Tarter*
 - *Nursing Summary* – May 2022
 21. **Quality and Patient Safety** – *Sylvia Hall* – **No Report**
 - Quality Management Executive Summary
 22. **Risk Management** – *Alyssa Tarter* – **No Report**
 23. **Associate VP of LMC Report** – *Janet Moreland* - **No Report**
 24. **Adjournment**
 25. **Next Scheduled Meeting: July 11, 2022 at 4:30 p.m.**

TOPIC	DISCUSSION AND FINDINGS	RECOMMENDATION	FOLLOW-UP/ACTION
Call to Order 4:40 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)			
	None	None	None
Public Comments			
	None	None	None
Minutes			
Meeting Minutes	Approval of April 4, 2022 MEC minutes.	None	Motion to approve the March 21, 2022 MEC meeting minutes 1st Motion: Dr. Julie Pass 2nd Motion: Dr. Cosme
Infection Control			
	<ul style="list-style-type: none"> • Ms. Glisson presented the following plan for the committee’s approval. The plan was emailed last week to the committee members for their review before the meeting. <ul style="list-style-type: none"> • Infection Prevention, Control and Employee Health Plan for June 2022-May 2023 • Ms. Glisson reviewed and discussed the following Standard Operation Procedure (SOP): <ul style="list-style-type: none"> • Preventing Device-Associated Infections Standard Operating Procedure • Ms. Glisson presented, reviewed and discussed the following SOP for the committee’s approval: 		Motion to approve the Infection Prevention, Control and Employee Health Plan for June 2022-May 2023 and Sepsis Advanced Nursing Intervention (ANI) Standard Operating Procedure 1st Motion: Dr. Jennifer Dorce-Medard 2nd Motion: Dr. Julie Pass

TOPIC	DISCUSSION AND FINDINGS	RECOMMENDATION	FOLLOW-UP/ACTION
	<ul style="list-style-type: none"> Sepsis Advanced Nursing Intervention (ANI) Standard Operating Procedure <p>The committee members were given an opportunity to ask questions.</p>		
Report			
<p>Treasurer Report</p>	<p>Dr. Dawkins stated the following:</p> <ul style="list-style-type: none"> Last month he deposited \$2,500 of medical staff dues Paid \$61.25 for the Florida Annual Report fee to maintain the status of the organization, in the State of Florida Current balance is \$96,340.96 <p>Dr. Dawkins discussed the meeting he had with the accountant last week, in reference to the possible nonprofit status. He sent them a copy of the Medical Staff Bylaws. They reviewed the documents and from their understanding there is no mention of the MEC being a separate entity, in the bylaws. The accountant recommended for him to contact our legal department.</p> <p>Dr. Medard stated that she spoke with Heather Boker, Compliance. Ms. Boker is reviewing the email from the CPA. Ms. Boker stated that she is going to discuss this issue with Bernabe Icaza, Attorney.</p>	<p>Ms. Bokor will discuss with Bernabe Icaza, Attorney.</p>	<p>Dr. Medard will schedule a meeting with attorney and everyone that is involved to discuss MEC being an independent entity.</p>

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	Dr. Medard stated that Dr. Dawkins is going to purchase 100 \$30.00 gift cards and card holders for the CNAs and nurses for Nurses and CNAs Appreciation week.	Dr. Medard and Dr. Dawkins will meet, in reference to the gift cards/card holders.	
Old Business			
None	None	None	None
New Business			
None	None	None	None
Delinquent Medical Records	<p>Ms. Webb reviewed and discussed the following:</p> <p>Delinquents</p> <ol style="list-style-type: none"> 1. Delinquents are at approximately 4% (little lower this month) 2. Gretchen Soto reviews the list once a week and lets the providers know they have medical records to review. 3. Dr. Abbas and Dr. Mendez requested and received online access. 4. History and Physicals have not changed much. They must be completed within 24 hours. <ul style="list-style-type: none"> • Dr. Pass stated the following: <ul style="list-style-type: none"> ○ Dr. Prigg will be at LMC tomorrow. ○ Dr. Mondesir only comes to LMC on the weekends and is scheduled for May 14 and 21. ○ Dr. Collins will be at LMC on May 22 and he will not return for the next three months. 	<p>Inform Ms. Webb, if anyone is having difficulty with EPIC. She will report it to IT.</p> <p>Dr. Pass requested for a note be left for the physicians and they will review their medical records.</p> <p>Dr. Medard stated that Kimberley Vicente can assist with providing the phone numbers for the physicians that do not have a contact number on the list.</p>	None

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	<p>Ms. Webb stated that the staff does everything possible to inform the providers, in reference to their medical records.</p> <p>Discharge Summaries and OP Notes Ms. Webb stated that the completion of the discharge summaries is time sensitive.</p> <p>Deficiency Stats – July 2021 – April 2022 Ms. Webb reviewed and discussed the report. She stated that the rate for April was 4% (went down).</p> <p>Discussion was held in reference to the certified letter for Dr. Falestiny, in reference to his H & Ps. She will administratively close Dr. Falestiny for not completing his documentation.</p> <p>Discussion was held in reference to the letters being sent automatically to the physicians that are delinquent, in their documentation.</p> <p>An opportunity was given for the committee members to ask questions.</p>	<p>Dr. Medard requested for a letter to be sent to the providers that are extremely delinquent with their documentation.</p> <p>Ms. Webb will look into the letters being sent automatically.</p>	
Committee Reports/Department Reports			
CCU Report	<ul style="list-style-type: none"> No Report 	None	None
Pharmacy Report	<p>All MEC members received the Pharmacy Reports. Ms. Morales reviewed and discussed the following:</p> <ul style="list-style-type: none"> Pharmacy and Therapeutics Committee Meeting Minutes – March 2022 		None

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	<ul style="list-style-type: none"> • Pharmacy & Therapeutics Slides – March 2022 • ISMP – March 2022 • Pharmacy & Therapeutics MEC Summary – March 2022 <p>An opportunity was given for the committee members to ask questions.</p>	<p>Ms. Morales will discuss medication waste with the nurses at the Skills Fair.</p>	
<p>Emergency Department Report</p>	<p>All MEC members received the Graph Monthly Comparisons and Graph – March 2022. Dr. Perezalonso:</p> <ul style="list-style-type: none"> • Reviewed and discussed the Graph monthly comparisons. <p>Dr. Perezalonso stated that they are trying to decrease the number of AMAs.</p> <p>Dr. Perezalonso mentioned two successful stories that occurred, in February and March. They had ER pediatric patients one with arrest and one respiratory failure – both cases survived and are doing well. He commended the ER staff for the great job they are doing.</p> <p>An opportunity was given for the committee members to ask questions.</p>	<p>None</p>	<p>None</p>
<p>Surgical Services Report</p>	<ul style="list-style-type: none"> • Tabled 	<p>None</p>	<p>None</p>
<p>Radiology Report</p>	<p>All MEC members received the Radiology Report for March 2022. Dr. Thomas Marino</p>	<p>None</p>	<p>None</p>

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	<p>reviewed and discussed the Radiology Report.</p> <p>MRI should be up and running by September 2022.</p>		
Laboratory Report	<p>All MEC members received the Laboratory Report for March 2022. Dinaliza Calderon reviewed and discussed:</p> <ul style="list-style-type: none"> • Blood Utilization Report – March 2022 • Blood Product Wastage – March 2022 <p>Ms. Calderon stated that they were no transfusion reaction in March.</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 Dr. Julie Pass provided the following delivery data: 12 deliveries - 7 vaginal and 5 C-sections, 1 transferred • Vaginal – March 2022 • C-Sections – March 2022 • Transfers – March 2022 • Feedings – March 2022 	None	None
Community Liaison Report	<ul style="list-style-type: none"> • No report 	None	None
Pediatrics Department Report	<ul style="list-style-type: none"> • Discussion was held in reference to the Pediatric Report not being accurate in EPIC. • Dr. Medard stated that Jennifer is working on a tableau for the Pediatric Department and that she'll send the 	None	None

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	sample to Dr. Cosme. She also stated that she requested for all medical staff to have access to tableau.		
Graduate Medical Education Report	Dr. Medard reported the following: <ul style="list-style-type: none"> • Poster competition is being held on June 22. • Graduation is scheduled to be held on June 23, at the Wonder’s Club. • Dr. Tahari will be starting on Monday, May 9, 2022, as Assistant Program Director. 	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 Physician’s Certification of Incapacity to Make an Informed Decision. 	None	None
Director of Nursing Report	<ul style="list-style-type: none"> • Tabled 	None	None
Quality and Patient Safety Report	<ul style="list-style-type: none"> • No Report 	None	None
Risk Management	<ul style="list-style-type: none"> • Tabled 	None	None
Associate VP Report	<ul style="list-style-type: none"> • No Report 	None	None
Adjournment	Meeting adjourned at 6:08 p.m. Next meeting June 6, 2022		