

### **Education Session**

Janna Hotson (Chief Nursing Executive/VP Clinical Services and Tabitha Kearney (Manager of Diagnostics, Quality, and Innovation) provided the Board with a presentation on Risk Management in Health Care. Risk management is a key governance responsibility of the Board of Directors. The Board engages with management to provide oversight and carry out its risk management responsibilities by:

- approving governing policies on enterprise risk
- reviewing risks as part of strategic planning
- gaining assurance that management has undertaken appropriate risk responses
- monitoring emerging risks
- overseeing the quality, risk and safety framework and gaining assurance on its effectiveness and planned improvements.

### **Auxiliary**

- Whistle Stop remains open and is still doing extremely well.
- The Gift Shop remains closed. The Gift Shop was opened recently for a staff only sale, which was a success.
- Volunteers will be decorating the deck outside of the Four Seasons Lodge, instead of decorating the inside of the home like they normally do. If you have any spare artificial trees or lights to lend or donate, please contact Amy. It is planned that the decorating will take place early next week.

### **Building & Capital Improvements**

- Boilers
  - o Are fully operational
  - o Floor painting in boiler room completed.
- Drain in Kitchen
  - o Drain successfully replaced. Floor tiles have been installed.
- Electrical Service & Distribution System Upgrade
  - o Engineers have completed a fair portion of the design and tender package but are waiting for Hydro One to complete their review of our site plan proposal.
  - o The engineer expects to meet with Hydro fairly soon after which we will be able to complete our design.
- Furnace Maintenance
  - o During bi-annual maintenance on HVAC and hot water heaters, it was discovered we had a gas leak in furnace located in the basement (by the Food Bank). The leak has been stopped and faulty part has been replaced.
- Industrial Dryer Units
  - o Procurement for industrial dryers for has begun to improve infection prevention and control and decrease cycle time in laundering linens for the organization.
- Loading Dock
  - o Loading dock repairs are complete.
- Painting
  - o Painting in the Family Health Team's main hallway has been completed.

- Roof Drain FHT
  - o Work completed.
- Siding
  - o Siding above brick upgraded from wood to steel siding around cafeteria, kitchen, and loading dock.
- Wind sock replaced
  - o Wind sock used by Ornge for landing helicopters replaced.

## **COVID-19**

- Updates
  - o Regular email updates are provided to all staff, physicians and Board members.
- Community Swabbing
  - o Over the last week, the organization has hosted two successful COVID-19 swabbing clinics in the trailer in our parking lot. On each of the two days, about 40 – 50 people have been tested during a two-hour clinic, and the demand for testing continues to be high.
  - o At this time, it is planned that two COVID-19 testing clinics will be held each week to ensure the service remains available in our community.
- Influenza Vaccination Campaign
  - o Over the last week, our organization has hosted four successful community influenza clinics, in partnership with Canadian Nuclear Laboratories and Algonquin College.
  - o In total, 546 people received immunizations over the four clinics. It was an amazing experience for us to be able to deliver these clinics for our community and work collaboratively with our CNL partners and members of the future nursing workforce.
- Locker Space
  - o Staff locker installation is underway to improve infection prevention and control practices.
- Personal Protective Equipment (PPE)
  - o Most PPE items remain at a 30 to 60 day supply.
  - o Some styles of N95 masks cannot be sourced. Priority staff have been re-fitted for alternative mask sizes.
- Universal Eye Protection
  - o Safety precautions were updated to ensure face shields are to be worn for every patient/coworker encounter in high risk areas. High risk areas are defined as:
    - The Emergency Department
    - The Medical Unit (does not include Scheduling office or the Kitchenette as long as only 1 staff member is in the Kitchenette)
    - Diagnostic Imaging
    - Laboratory
    - Family Health Team
    - Four Seasons Lodge

## **Deep River and District Hospital (Emergency, Inpatient Unit, Diagnostics)**

### **ECG**

- ECG equipment is connected and integrated with updated software.

### **eCTAS**

- The Emergency Department is delaying implementation to align with EPIC go live.
- Since we are building into the same instance of EPIC as TOH significantly less testing will need to occur. Additionally, integration, go live efforts and costs will occur once rather than twice.

## **Foundation**

- The Foundation office closed two weeks ago. With more COVID-19 cases arising and with the office located in the Emergency waiting area, the recommendation of senior staff to close the office was prudent. The Executive Director now works from home.
- The online Catch the Ace raffle lottery continues. In its eleventh week the estimated winnings stand at \$4400 with all ticket sales coming from online purchases.
- The Foundation continues to move towards the completion of the major campaign “Focused on You” with an announcement that we have broached the 95% level in the \$1.75 million goal to raise the funds to provide replacement medical diagnostic equipment for the hospital. We are now less than \$100,000 away from completing the campaign.
- A new fundraising initiative was undertaken to contact former patients to solicit them to make a donation to support the excellent care they received when they used the medical and diagnostic services at our hospital.
- The Foundation received a generous offer from David Thompson, a gifted writer who resides here in Deep River. He recently published a witty book, “With a Side of Order of Smiles”, a collection of stories mostly of his outdoor adventures. All the funds raised from the sale of the book are being given to the hospital. Sales are online through the Foundation website and to date 40 books have been sold.
- Last, the Foundation is promoting online, the annual “Trim the Tree” fundraiser in an easily accessible virtual format. The “Trim the Tree” fundraiser is hoping that it will be a great way to provide the gift of health by giving a donation for a family member, in memory of a loved one, or simply for yourself. For more information, see the Foundation website at [www.drdhfoundation.com](http://www.drdhfoundation.com).

## **Four Seasons Lodge**

- 2020 Resident and Family Satisfaction Survey Results
  - The results of the 2020 Resident and Family Satisfaction Survey were recently reviewed by the Quality, Risk, and Safety Committee.
- Environmental Improvements
  - Based on feedback from residents and staff, planning is underway to refresh the common activity area/dining area in the home including the new dining room furniture purchased early in 2020.

## **North Renfrew Family Health Team**

- Family Health Team Business Case Submission
  - All required elements have been completed for the FHT business case submission and the submission is complete. The Ministry had a few questions, which were responded to. The application has moved to the capital branch and we are now working with the Capital Branch and Ministry representatives to keep the application moving forward.

## **Organizational Updates**

### **Emergency Preparedness**

- Deep River Fire Department Inspection
  - The DRFD was on site on November 10th to complete their annual inspections.
  - An in-person inspection was completed on the Hospital side. For LTC, the inspection was completed virtually.
- Code Green Exercise
  - The organization conducted a table top emergency preparedness exercise, in coordination with the DFRD, in November to simulate an evacuation of the Four Seasons Lodge at the lowest possible staff level. This meets the organizations obligation to conduct a “Code Green- evacuation” drill.

## Financial Updates

- Budget 2021/22
  - Budgeting process started for next fiscal year.
  - Fiscal Advisory Committee meeting held on November 10, 2020.
- Insurance - Liability insurance
  - 2020 Liability & Crime Information Update completed
  - HIROC's independent actuary has indicated that an average increase in premium in the 7% to 9% range. The renewal packages will likely be sent out in December.
- Insurance – Property
  - Property insurance renewal completed at the end of October. Rates increased by 13.7% year-over-year.

## Human Resources

- Engagement Activities:
  - Sonography Appreciation – October 8
  - MRT Appreciation BBQ – Nov 10
  - Finance and Accounting Appreciation – Nov 25
  - Gift Shop Sale for Staff – Nov 5-6 & 12-13
- Staff Education
  - October Education – Malware Security Awareness, Password Security, Phishing & Spear Phishing, Spotting Phishing Emails (is now part of Orientation modules).
  - November Education – COVID-19 Managing Anxiety and Stress, COVID-19 Self-Care Tips for Healthcare workers, Ethics in Healthcare Part 1 & 2.

## IT Services and Systems

- EPIC
  - Discussions and planning meetings continue related to onboarding additional organizations.
  - At this time, looking to launch the project in the spring with an 18-month implementation.
- Server Patching
  - Fully up-to-date as of November 15, 2020.
- WCCT
  - Working with WCCT to install redundant fiber link to the organization.
  - A grant has been received that will assist in hardware requirements.

## **Regional Updates**

- Ontario Health Teams
  - Over the last few months, there has been a lot of activity surrounding Ontario Health Teams at the Ministry level. Some additional Ontario Health Teams have been announced. The Ministry has updated the application process. We continue to work with the Ministry and the leads from the Renfrew/Barry's Bay and Pembroke teams.