

**OUR MISSION**

“We Focus on Personalized Quality Health Care and Wellness for Those We Serve”

**OUR VISION**

“Oak Valley Hospital District Will Continue as an Independent Locally Controlled and Governed Special District Hospital. To Accomplish This We Will Adhere to the Following Guidelines:  
Being Fiscally Responsible in Our Decision Making Process  
Maintain and Expand Services that Best Reflect Our Needs and Resources Available  
Promote Positive Change in the Health Status of Employees and Area Residents.”

**OUR VALUES**

“Accountability; Being Responsible for Actions Taken and Not Taken  
Integrity; Doing the Right Thing for the Right Reason  
Respect; Valuing All People at All Times”  
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**REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF OAK VALLEY HOSPITAL DISTRICT**

**March 7, 2024, 5:30p.m.,  
1425 West H Street, Oakdale, CA 95361  
Royal and Charter Oak Conference Rooms**

| <u>Time</u> | <u>Action</u> | <u>Item</u>                                                 |
|-------------|---------------|-------------------------------------------------------------|
| 5:30 p.m.   | Action        | <b>MEETING CALLED TO ORDER</b><br>Dan Cummins, Chair Person |

**PUBLIC COMMENT**

In compliance with the California Brown Act the District Board of Directors welcomes comments from the public.

This is the opportunity for members of the public to directly address the District Board of Directors on any item of interest to the public under the jurisdiction of the District including items on this agenda.

Persons wishing to make a presentation to the Board of Directors shall observe the following procedure:

1. A written request to the Board on the form provided at the meeting (optional)
2. Oral presentations are limited to three (3) minutes.
3. Members of the public will be afforded the opportunity to speak at the beginning of the public meeting during the general Public Comment section of the agenda on any item under the jurisdiction of the District as well as during the consideration of an individual item on the agenda for that public meeting, however the three-minute limit described in item 2, above, will be applied to an individual’s cumulative comments during the meeting.

The proceedings of the Board are recorded and are part of the public record.

Materials related to an item on this Agenda, submitted to the Oak Valley Hospital District after distribution of the agenda packet, are available for public inspection in the Secretary’s Office at 1425 West H Street, Suite 270, Oakdale, CA during normal business hours.

Information/Action    **CONSENT CALENDAR ITEMS**

Items 1-3 comprise the consent agenda, unless there is discussion by a member of the audience or Board Members, they may be approved in one motion.

**1. Oakdale Nursing and Rehabilitation Center Report**

Will Pringle, V.P., Oakdale Nursing and Rehabilitation Center

**2. Approval of Administrative Forms and Policies**

Patient Rights and Responsibilities:

- Management of Patient Belongings
- Consent to Photograph
- Permission to Photograph (Retire)

Basic Emergency Procedures:

- Disaster and Mass Casualty Notification
- Disaster and Recovery Plan

Privacy Officer:

- Release of Patient Information to News Media

**3. Approval of Minutes –**

- February 1, 2024 – Regular Meeting

Action            **MEDICAL STAFF REPORT – Andres Arellano, M.D., Chief of Staff**

**The Medical Executive Committee requests the District Board’s approval of the following items forwarded from the February 27, 2024 meeting.**

**FORMS**

- i. Form0193 Post Operative Anesthesia Orders Adult Patient Care Orders
- ii. Form0324 PED’s PACU order form
- iii. Form0496 Endoscopy Discharge Instructions
- iv. Form0866 OR Comprehensive Surgical Checklist
- v. Form0990 OR Surgeon Medication Order Sheet
- vi. Form0691 Surgical Services Discharge Phone Call Log
  - Form0691 OR Discharge Phone Call Log – RETIRE
  - Form0691 ATC Discharge Phone Call Log – RETIRE

**RETIRE FORMS**

- i. Form0022 Adult Screening Obstetrics – RETIRE
- ii. Form0498 Discharge Instructions for Pain Clinic Patient – RETIRE
- iii. Form0058 Preventing Wrong Site Surgery Medical Records Review Tool – RETIRE
- iv. Form0268 Ambulatory Treatment Center Nurses Notes – RETIRE
- v. Form0234 OR Procedure Documentation Record – RETIRE
- vi. Form0384 OR Pre-Operative Physician’s Orders – RETIRE
- vii. Form0506 Physician Post-Op Orders – Urology – RETIRE

- viii. Form0847 OR Pain Orders Dr. Moghim – RETIRE
- ix. Form0844 OR Anesthesia Machine Pre-Use Checklist – RETIRE
- x. Form0845 Anesthesia Machine Pre-Use Daily Checklist - RETIRE
- xi. Form0542 OR Perioperative Procedure Audit – RETIRE
- xii. Form0422 OR Post Operative Physician Orders – RETIRE
- xiii. Form0223 OR Physician Orders Orthopedic Post Operative Orders – RETIRE
- xiv. Form0729 OR Pain Management Procedure Record – RETIRE
- xv. Form0907 OR Post Operative Audit Worksheet – RETIRE
- xvi. Form0042 Moderate Sedation Audit Tool – RETIRE
- xvii. Form0278 OR Outpatient Post Op Telephone Follow Up – RETIRE
- xviii. Form0449 ATC Drug Charges -RETIRE
- xix. Form0626 ATC Nurses Notes – RETIRE
- xx. Form0617 ATC Infliximab-dyyb (Inflextra) preprinted Orders – RETIRE
- xxi. Form0695 Core Measure Alert – RETIRE
- xxii. Form0696 Core Measure Alert SCIP – RETIRE
- xxiii. Form0698 Measures Completed - RETIRE

## **POLICIES**

- i. **Administrative Manual**
  - Assessing Late-Career Practitioners
  - Physician Orders for Life Sustaining Treatment (POLST)
    - Form2516 POLST
  - Telehealth / Telemedicine
  - Telemedicine Credentialing by Proxy
- ii. **Anesthesia Service Manual**
  - Anesthesia Coverage Availability
    - Emergency Service Coverage – RETIRE
    - Anesthesia Coverage Availability – RETIRE
- iii. **Central Service Manual**
  - After Hours Acquisitions of Supplies and Equipment
  - Storage and Handling of Sterile Surgical Supplies and Equipment
    - Contamination Control Responsibilities, Cleaning and Stocking – RETIRE
  - Principles of Sterilization
- iv. **Clinical Manual**
  - Determination of Brain Death
- v. **Clinical / Pharmacy Manual**
  - Hazardous Drug Handling
- vi. **G.I. Laboratory Manual**
  - Lower GI Endoscopy (replacing below policies)
    - Biopsy Assisting With – RETIRE
    - Colonoscopy Assisting With – RETIRE
    - Colonoscopy with Polypectomy Assisting With – RETIRE
    - Endoscopy Through an Ostomy – RETIRE
    - Sigmoidoscopy Assisting with – RETIRE
    - Photography Endoscopic Assisting With – RETIRE

- Upper GI Endoscopy (replacing below policies)
  - Esophagoscopy Gastroscopy Duodenoscopy Assisting With – RETIRE
  - Percutaneous Endoscopic Gastrostomy (PEG) Assisting With – RETIRE
  - Dilation with Bougies Maloney OR Guide with Salivary Gailliard Dilators Esophageal Assisting With – RETIRE
  - Dilation with Hydrostatic Balloon – RETIRE
  - Foreign Body Removal – RETIRE
  - Esophagogastroduodenoscopy with Sclerotherapy Assisting With – RETIRE

**vii. Infection Control Manual**

- Orientation Reorientation – Infection Control – Employee Health

**viii. Surgical Services Manual**

- Patient Positioning
- New Employee Orientation Surgical Services
  - New Employee Orientation GI Laboratory – RETIRE

**RETIRE POLICIES**

**ix. Anesthesia Service Manual**

- Continuing Medical Education Requirements – RETIRE
- Anesthesia Apparatus – RETIRE – replaced with Anesthesia Rules and Regulations
- Anesthesia Services – RETIRE– replaced with Anesthesia Rules and Regulations
- Anesthesia Responsibilities – RETIRE– replaced with Anesthesia Rules and Regulations
  - Anesthesia Rules and Regulations – Updated policy
- Duties and Responsibilities of Chief Anesthesiologist - RETIRE
- Guidelines for Administration of Anesthesia – RETIRE
  - Guidelines for Administration of Anesthesia and Intraoperative Anesthesia Care - updated
- Removal of Epidural Catheter – RETIRE
- Monitoring and Infusion Protocols for Patients Receiving Epidural Analgesia – RETIRE
  - Epidural & Intrathecal Pain Management – updated
- Rules and Regulations – RETIRE
  - Anesthesia Rules and Regulations – updated

**x. ATC Manual**

- Post Procedure Care of GI Lab Patients – RETIRE
- Postoperative G.I Complications – RETIRE
- Post Endoscopic Recovery Procedure – RETIRE
  - Moderate Sedation – updated

**xi. Central Service Manual**

- Biological Monitoring – RETIRE
- Biological Indicator Use – RETIRE
- Central Service Safety – RETIRE
- Central Service Staff Job Responsibilities - Retire
- Electrical Equipment Check – RETIRE
  - Environmental Safety in the Surgical Services Department – updated
- Dress Code Decontamination Area – RETIRE

- Surgical Attire in the Semi-Restricted and Restricted Areas of the Surgical Department – updated
- Decontamination Receiving and Handing – updated
- Disposable Versus Non-Disposable Items – RETIRE
  - Disposable Patient Supplies – updated
- Preventative Maintenance Responsibilities Equipment (RETIRE)
  - Equipment Care and Cleaning - update
- Responsibilities of Central Service Area in a Disaster – RETIRE
- Traffic Control – Retire
  - Traffic Pattern Surgical Services – updated
- Transport of Equipment and Instruments to Central Service for Reprocessing – RETIRE
  - Instrument Cleaning Packaging and Transporting – updated

**xii. G.I. Laboratory Manual**

- Charges G.I. Laboratory – RETIRE
- Code Blue in the G.I. Laboratory – RETIRE
- Emergencies in the G.I. Laboratory – RETIRE
  - Cardiac and/or Respiratory Arrest Procedure in Surgical Services – updated
  - Fire Safety Internal Disaster – updated
- Criteria for G.I. Laboratory Utilization – RETIRE
  - Scope of Service – GI Laboratory Department
- Dress Code – G.I. Laboratory – RETIRE
  - Surgical Attire in the Semi-Restricted and Restricted Areas of the Surgical Department – updated
- Electrosurgical Unit Application and Use – RETIRE
- Electrosurgical Unit Discontinuation – RETIRE
- Electrosurgical Unit Malfunction Checklist – RETIRE
- Electrosurgical Unit Setup and Safety Tips – RETIRE
  - Electrosurgical Cautery Unit Safety – updated and replacing above policies
- G.I. Laboratory Safety Guidelines – RETIRE
  - Environmental Safety in the Surgical Services Department – updated
- Liver Biopsy Assisting With – RETIRE
- Medications for the G.I. Laboratory – Retire
  - Management of Medications in OR, Pre-Op, PACU and GI Lab with Automatic Drug Delivery System With (ADC- PYXIS) - updated
- Nursing Care of the Patient Assessment and Treatment – RETIRE
- Admission of Patients to the G.I. Laboratory – RETIRE
  - Admission to Surgery – updated
- Nursing Responsibilities – RETIRE
- Nursing Standards of Care – RETIRE
  - Standards of Perioperative Nursing Practice – updated (for both policies above)
- Optimum Quality Care is Provided to All Patients – RETIRE
  - Verbal or Telephone Orders – updated
- Organization – RETIRE
  - Organization Structure of Surgical Services – updated
- Outpatient Admission & Discharge – RETIRE
  - Discharge Instructions for Outpatient Surgery Patients – updated
  - Admission to Surgery – updated

- Philosophy Objectives Function – RETIRE
  - Vision Statement and Focus – updated
- Radiology (Dosimetry) Badges for G.I. Laboratory (ERCP) – RETIRE
  - Monthly Radiation Exposure Monitoring (Dosimeter) – updated
- Range of Services – RETIRE
  - Scope of Service – Surgical Services Department
- Records in G.I. Laboratory – RETIRE
- Scheduling & Canceling Procedures – RETIRE
- Scheduling Emergency Cases After Hours – RETIRE
  - Notification of Surgical On-Call Team – updated
- Scheduling of G.I. Laboratory Procedures – RETIRE
- Scheduling Surgery and G.I. Lab Procedures – RETIRE
  - Scope of Service - Surgical Services Department Scheduling – updated replacing both above
- Sphincterotomy (Papillotomy) Assisting With – RETIRE
- Specimen Collection in G.I. Laboratory – RETIRE
  - Specimen Management for Surgical and Invasive Procedures – updated
- Transportation of Patients to the GI Laboratory – RETIRE
  - Patient Flow to Surgical Services – updated

### **PACU Manual**

- Physician Notification of Family Members – RETIRE
  - Proceduralist Notification of Family Members - updated
- Standard of Care PACU Services Discharge Appropriateness – RETIRE
  - Standard of Care PACU Services Discharge Appropriateness to In-Patient M/S Unit – updated
- Staffing in Post Anesthesia Care Unit (PACU) – RETIRE

**FINANCE COMMITTEE** – Edward Chock, M.D., Chairperson  
- Matt Heyn, President and C.E.O. and Ann Croskrey, CFO

Action

1. Financial Reports for January 2024  
Approval of January 2024 Financial Statements

### **CHAIR PERSON REPORT**

- Dan Cummins, Chair Person

Information

1. Chair Person Comments

**CHIEF EXECUTIVE OFFICER REPORT**

- Matt Heyn, President and Chief Executive Officer

- |                        |                                                                                                         |
|------------------------|---------------------------------------------------------------------------------------------------------|
| Information            | 1. Chief Executive Officer Report                                                                       |
| Action                 | 2. Environment of Care Report<br>- David Rodrigues, C.O.O.<br>- Don Pederson, Chief Engineer            |
| Information/<br>Action | 3. Ratification of 1 Year Proposed Contract for Acute Care Employees<br>Represented by Organized Labor. |

**ADJOURN TO CLOSED SESSION**

- |        |                                                                                                                                                                                            |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action | 1. <b>Approval of Closed Session Minutes –</b> <ul style="list-style-type: none"><li>• February 1, 2024 - Regular Meeting</li></ul> <p><b>(See attached Agenda for Closed Session)</b></p> |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**RECONVENE TO OPEN SESSION**

|             |                                 |
|-------------|---------------------------------|
| Information | <b>REPORT OF CLOSED SESSION</b> |
|-------------|---------------------------------|

|        |                    |
|--------|--------------------|
| Action | <b>ADJOURNMENT</b> |
|--------|--------------------|

**The next Regular meeting of the Board of Directors is scheduled on Thursday, April 4, 2024 at 5:30p.m.**

Posted on: March 4, 2024

By: Jill Andersen, Clerk of the Board

**OAK VALLEY HOSPITAL DISTRICT  
BOARD OF DIRECTORS  
AGENDA FOR CLOSED SESSION**

Pursuant to California Government Code Section 54954.2 and 54954.5, the board agenda may describe closed session agenda items as provided below. No legislative body or elected official shall be in violation of Section 54954.2 or 54956 if the closed session items are described in substantial compliance with Section 54954.5 of the Government Code.

**Regular Meeting of the Board of Directors of the Oak Valley Hospital District  
March 7, 2024, 5:30p.m.,  
1425 West H Street, Oakdale, CA 95361  
Royal Oak Conference Room**

**CLOSED SESSION AGENDA ITEMS**

**HEARINGS/REPORTS**

(Government Code §37624.3 & Health and Safety Code §§1461, 32155)

**Subject matter:** (Specify whether testimony/deliberation will concern staff privileges, report of medical audit committee, or report of quality assurance committee):

- Chief Executive Officer – Matt Heyn, President and Chief Executive Officer

**ADJOURN TO OPEN SESSION**

In observance of the Americans with Disabilities Act, please notify us at 209-848-4102 prior to the meeting so that we may provide the agenda in alternative formats or make disability-related modifications and accommodations.