

**PHF Infection Control Committee  
Meeting MINUTES**

**January 27<sup>th</sup>, 2016**

**Members Attending:**

1. Leslie Lundt, MD- Program Manager, PHF
2. Charlotte Balzer-Gott, R.N. – PHF Team Supervisor
3. Xiomara Abayari, A.O.P. II
4. Kathryn Burkley, Registered Dietitian
5. Enrico Cerrato, MD, Primary Care Specialist, Committee Chair

<b>Items:</b>	<b>Responsibility</b>	<b>Action/Deadline or Info Only</b>
<b>Welcome and Minute Review</b>	Dr. Lundt	<b>Approved minutes</b>
<b>Action Items Review</b>	Dr. Lundt	<p><b><u>Action Item Reviewed:</u></b>  <b>Action Item: Xiomara-</b> to look for new hand washing posters to display around the unit. <b>—done</b></p> <p><b>Action Item: Charlotte-</b> look for something to use such as a colored lanyard to flag those that have had their flu vaccine/ must wear mask on unit if not vaccinated - <b>done</b></p>
<b>Approval/Review Items</b>	Dr. Lundt	None
<b>Monthly Data Review:</b>		
<b>Accu-check Machine</b>	Charlotte	Reviewed Quarterly Review Report on Accu-Check maintenance - report attached to minutes.
<b>Dietary</b>	Kathy	Nothing to report- doing well
<b>Infection Control Update</b>	Charlotte	Reports reviewed at this meeting included: PHF Quarterly Summary Report - reports attached to minutes.
	Charlotte	Discussion nominating Kozue Marquez to be the Infection Liaison assisting the nursing supervisor
<b>Flu Shots</b>	Charlotte	Reviewed
<b>Facilities</b>	Ernest	Ernest not present

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<b>New Action Items</b>		<b><u>No Action Items</u></b>
<b>Additional Items for Review</b>	Group	Diabetes discussion with dietician Hand washing Staff Immunization/masks Vaccinate all patients
<b>Meeting Schedule</b>	Group	Quarterly, to occur the same day as the PHF Pharmacy and Therapeutics Committee meetings – 11 a.m. to 11:30 a.m.  <ul style="list-style-type: none"> <li>• May 18<sup>th</sup>, 2016</li> <li>• July 13<sup>th</sup>, 2016</li> <li>• October 12<sup>th</sup>, 2016</li> </ul> ~ Updates to be sent out via email ~

**PHF Infection Control Committee  
Meeting MINUTES**

**May 18<sup>th</sup>, 2016**

**Members Attending:**

1. Leslie Lundt, MD- Program Manager, PHF
2. Charlotte Balzer-Gott, R.N. – PHF Team Supervisor
3. Xiomara Abayari, A.O.P. II
4. Kathryn Burkley, Registered Dietitian
5. Enrico Cerrato, MD, Primary Care Specialist, Committee Chair
6. Joseph Abraham, Hometown Pharmacy
7. Nicole Ramos, Hometown Pharmacy

<b>Items:</b>	<b>Responsibility</b>	<b>Action/Deadline or Info Only</b>
<b>Welcome and Minute Review</b>	Dr. Cerrato	<b>Approved minutes</b>
<b>Action Items Review</b>	Dr. Cerrato	<b><u>Action Item Reviewed:</u></b> <b><u>No Action Items</u></b>
<b>Approval/Review Items</b>	Dr. Lundt	None
<b>Monthly Data Review:</b>		
<b>Accu-check Machine</b>	Charlotte	Reviewed Quarterly Review Report on Accu-Check maintenance - report attached to minutes.
<b>Dietary</b>	Kathy	Nothing to report- doing well
<b>Infection Control Update</b>	Charlotte	Reports reviewed at this meeting included: PHF Quarterly Summary Report - reports attached to minutes.
<b>Flu Shots</b>	Charlotte	Discussion regarding flu shots for next season
<b>Facilities</b>	Ernest	Ernest not present

**PHF Infection Control Committee  
Meeting MINUTES**

**May 18<sup>th</sup>, 2016**

<b>Items:</b>	<b>Responsibility</b>	<b>Action/Deadline or Info Only</b>
<b>New Action Items</b>		<p><b>Action Item:</b> <u>Joseph</u> – need to order flu shots for next season, approx. 300 doses</p> <p><b>Action Item:</b> <u>Joseph</u> – in service &amp; protocol for nurses regarding needle sticks</p> <p><b>Action Item:</b> <u>Cathy Schermer</u> – in-service regarding PPD testing w/ competency test</p>
<b>Additional Items for Review</b>	Group	
<b>Meeting Schedule</b>	Group	<p>Quarterly, to occur the same day as the PHF Pharmacy and Therapeutics Committee meetings – 11 a.m. to 11:30 a.m.</p> <ul style="list-style-type: none"><li>• July 13<sup>th</sup>, 2016</li><li>• October 12<sup>th</sup>, 2016</li></ul> <p>~ Updates to be sent out via email ~</p>

**PHF Infection Control Committee  
Meeting MINUTES**

**July 13th, 2016**

**Members Attending:**

1. Charlotte Balzer-Gott, R.N. – PHF Team Supervisor
2. Xiomara Abayari, A.O.P. III Senior
3. Enrico Cerrato, MD, Primary Care Specialist, Committee Chair
4. Ernest Thomas, Facilities Manager

<b>Items:</b>	<b>Responsibility</b>	<b>Action/Deadline or Info Only</b>
<b>Welcome and Minute Review</b>	Dr. Cerrato	<b>Approved minutes</b>
<b>Action Items Review</b>	Dr. Cerrato	<p><b><u>Action Item Reviewed:</u></b></p> <p><b>Action Item:</b> <u>Joseph</u> – need to order flu shots for next season, approx. 300 doses – <b>discuss at P&amp;T meeting</b></p> <p><b>Action Item:</b> <u>Joseph</u> – in service &amp; protocol for nurses regarding needle sticks-<b>in progress</b></p> <p><b>Action Item:</b> <u>Cathy Schermer &amp; Charlotte</u> – in-service regarding PPD testing w/ competency test - <b>done</b></p>
<b>Approval/Review Items</b>	Dr. Lundt	None
<b>Monthly Data Review:</b>		
<b>Accu-check Machine</b>	Charlotte	Reviewed Quarterly Review Report on Accu-Check maintenance - report attached to minutes.
<b>Dietary</b>	-----	Looking to hire a new dietitian – Kathy resigned
<b>Infection Control Update</b>	Charlotte	<p>Reports reviewed at this meeting included: PHF Quarterly Summary Report - reports attached to minutes.</p> <p>-new glucometers were purchased that are for multi-purpose use. Pharmacy did an in-service for all nursing staff</p> <p>-a PPD in-service was also done</p> <p>-Charlotte &amp; Ernest are working on IC risk assessment with Barbara the IC Consultant</p>

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<b>Items:</b>	<b>Responsibility</b>	<b>Action/Deadline or Info Only</b>
		<p>-discussion regarding any one on the unit (i.e., students, volunteers, staff) all need to have flu vaccine</p> <p>-staff that have their vaccine will have a green lanyard instead of a black to reflect that they have received their vaccination</p>
<b>Facilities</b>	Ernest	<p>-Ordering new plastic wrap beds for the unit</p> <p>-no concern for asbestos when making changes to the facility</p> <p>-discussion regarding floor replacement/fixing in the restraint room, hallways, seclusion room (several rooms in general)</p> <p>-replace damaged ceiling tiles in the facility</p>
<b>New Action Items</b>		<p><b>Action Item:</b> <u>Xiomara</u> – make a sign for the kitchen sink that explains its purpose is for hand washing only (no dish washing)</p> <p><b>Action Item:</b> <u>Xiomara</u> – create new flu season binder</p> <p><b>Action Item:</b> <u>Joseph</u> – need to order flu shots for next season, approx.. 300 doses (follow up)</p> <p><b>Action Item:</b> <u>Joseph</u> – in service &amp; protocol for nurses regarding needle sticks-check on progress</p>
<b>Additional Items for Review</b>	Group	
<b>Meeting Schedule</b>	Group	<p>Quarterly, to occur the same day as the PHF Pharmacy and Therapeutics Committee meetings – 11 a.m. to 11:30 a.m.</p> <ul style="list-style-type: none"> <li>• October 12<sup>th</sup>, 2016</li> </ul> <p>~ Updates to be sent out via email ~</p>

# PHF Emergency Infection Control Committee Meeting MINUTES

August 22<sup>nd</sup>, 2016

### Members Attending:

1. Charlotte Balzer-Gott, R.N. – PHF Team Supervisor
2. Xiomara Abayari, A.O.P. III Senior
3. Enrico Cerrato, MD, Primary Care Specialist, Committee Chair
4. Ernest Thomas, Facilities Manager
5. Leslie Lundt, MD, Program Director
6. Joseph Abraham, Hometown Pharmacy
7. Thomas Ramirez, So. Coast Janitorial
8. Barbara Edmonds, IC consultant

Items:	Responsibility	Action/Deadline or Info Only
<b>Welcome</b>	Dr. Cerrato	<b>Emergency meeting regarding audit</b>
<b>Audit</b>	Charlotte	<p>Policies and Procedures</p> <ol style="list-style-type: none"> <li>1. Environmental worksheet- For the first 2=3 months, Tom (janitorial) will accompany Charlotte and Ernest (facilities) and complete the environmental worksheet monthly. If everything goes well-move to quarterly w/Tom</li> <li>2. Washer and dryer disinfection/soiled laundry handling-staff will have to disinfect nightly and in between each patient when lice or scabies when present. Patients are no longer allowed in the laundry room</li> <li>3. Facility surveillance &amp; inspection</li> </ol> <p><b>P&amp;P approved</b> – 2<sup>nd</sup> by Dr. Cerrato any possible revisions to worksheet need to be sent to meeting attendees prior to rolling out for approval</p> <p><b>Infection Control Plan for 2016 approved</b> by Dr. Lundt and 2<sup>nd</sup> by Charlotte</p> <p>Infection Control Plan will include multi organism drug resistant organisms</p>
	Tom	<p>Introduced cleaners for unit:</p> <ol style="list-style-type: none"> <li>1. Perisept-disinfectant (2 minutes)</li> <li>2. Sunray – glass cleaner</li> <li>3. ACE 256 – floor disinfectant, used to kill and clean items first, used along with perisept</li> </ol> <p>Dilution system will be installed in the janitors closet for easy to use cleaning system-<b>approved by committee</b></p>

**PHF Emergency Infection Control  
Committee Meeting MINUTES**

**August 22<sup>nd</sup>, 2016**

<b>Items:</b>	<b>Responsibility</b>	<b>Action/Deadline or Info Only</b>
		Staff received an in-service regarding Sani-wipe; These are the only approved wipes to be used at the PHF. <ol style="list-style-type: none"><li>1. Super Sani-Cloth (purple)</li><li>2. Sani-Cloth Plus (red)</li><li>3. Sani-Cloth Bleach (orange)</li></ol>
<b>Meeting Schedule</b>	Group	Quarterly, to occur the same day as the PHF Pharmacy and Therapeutics Committee meetings – 11 a.m. to 11:30 a.m. <ul style="list-style-type: none"><li>• October 12<sup>th</sup>, 2016</li></ul> ~ Updates to be sent out via email ~