

**BOARD OF TRUST**

DATE: Tuesday, February 27, 2024

In the Boardroom

TIME: 5:00 p.m.

PRESENT: Ms. P. Hilderley (Chair), Ms. D. Westcar, Ms. M. Ross (Pt. Advisor), Mr. R. Mitchell, Ms. L. Symons, Ms. J. Soden, Ms. P. Wettlaufer, Mr. E. Andreola, Ms. B. Taylor, Mr. P. Lang, Ms. K. Lavelle, Ms. C. Smart, Ms. T. Crockford, Dr. I. Hons, Dr. M. MacLeod, Dr. K. Green

REGRETS: Ms. C. Wilson, Ms. A. Fortin, Dr. P. Howatt, Ms. C. Lauder (City Rep), Mayor J. Acchione (County Rep)

Recorder: Ms. H. Scherer (Executive Assistant)

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| **AGENDA ITEMS** | **DISCUSSION** |
| CALL TO ORDER | Prior to the meeting, the Board members toured the Lab Department.  The meeting was called by Ms. Hilderley, Chair at approximately 5:00 p.m. |
| PRESENTATION | **Lab Presentation:**  Mr. Rupert presented on Laboratory Services at WH and highlighted the following:   * There is 42 employees in the Lab:   + 1 Medical Director – Dr. Liu   + 2 Pathologists – Dr. Misir and Dr. Tauqir   + 1 Director of Technical Services – Dave Rupert   + 18 Medical Lab Techs   + 17 Medical Lab Assistants   + 3 Clerks * The departments three areas are Core Lab (Chemistry and Hematology), Histology and Blood Transfusion. * The lab runs 24 hours a day, 7 days a week. * Volumes:   + Core Lab – 646,166 tests per year   + Blood Transfusion – 35,934 tests per year   + Histology – 435, 336 tests per year * Total capital equipment cost is approximately $1.5M. * Medical Lab Tech:   + 3 or 4 year college or university program   + Must be registered with College of Medical Laboratory Technologists of Ontario   + Responsible for final submission of lab results * Medical Lab Assistant:   + 2 year college program   + Responsible for pre-analytical operations, but can not use independent judgement regarding lab testing * Services Provided:   + Outpatient Collections:     - Service physician’s offices with 3,900 visits per year     - Service pre-admit clinic     - Provide glucose tolerance testing for OB patients   + Hematology:     - Complete Blood Count (CBC) turn around times ordered to verified – 44 minutes     - Coagulation studies turn around time ordered to verified – 45 minutes     - Body fluid cell counts   + Chemistry:     - Highly automated processes over 100 different tests     - Average turn around time ordered to verified is 59 minutes   + Blood Transfusion:     - ABO and RH typing     - Blood cross matching     - Responsible for the safe compatibility testing of 1,500 units per year   + Pathology:     - 9,600 cases per year     - Turn around time average – receipt to reporting is 3.4 days, with a target of less than 14 days     - Recipient of Cancer Care Ontario Awards   + Regional Partnerships:     - Offer pathology referral testing for both Alexandria and Tillsonburg Hospitals.       * TDMH – 8,316 tests per year       * AHI – 480 tests per year       * Budgeted revenue of $300,000 per year     - Blood Management – inter-hospital transfer of blood and blood products, which has helped to reduce the amount of expired blood products. * Quality:   + They perform 80 audits per year   + Are accredited by the IQMH and Accreditation Canada   + Process almost 1,300 external IQMH proficiency tests per year   + Produce over 200 quality control results per day to ensure accuracy   + Bi-annual staff knowledge training assessments / training programs offered * In response to a question it was noted that the hospital uses their current courier to transfer blood products from hospital to hospital. It was also noted that each unit of blood costs $500. * In response to a question, it was noted that medical lab techs must complete their education and then write an exam and pass to be certified a medical lab tech by the Canadian Society for Medical Laboratory Science (CSMLS). * It was noted that it has been a challenge to hire lab techs as there are not a lot of full-time positions available, only part-time.   Ms. Hilderley thanked Mr. Rupert for her presentation. |
| DECLARATION – CONFLICT OF INTEREST | No one declared a conflict of interest. |
| ADOPTION OF AGENDA | **MOVED** by Mr. Mitchell to adopt the agenda, seconded by Ms. Taylor. **CARRIED.** |
| HUDDLE | * Ms. Westcar reviewed the Mission, Vision, Values and Value Statement. * This month’s topic is the **New CT Scanner:**   + This new scanner offers faster post-scan processing times, accommodate for bariatric patients and an overall improved patient experience.   + Through incremental funding the department has added additional shifts which has allowed them to scan 16 additional outpatient scans per day.   + Since the go live date on October 10, 2023 until February 14, 2024, we have completed 5,285 CT scans. That same time frame in the previous year we completed 4,225 CT scans.   + CT Staffing:     - Director of Diagnostic Imaging     - 1 Full Time Technician     - 7 Part Time Technicians (2 of which are part-time in other areas of DI but are cross trained to work in CT).   + In response to a question, it was noted that we sold our old CT scanner to a private clinic in the US for $40,000 as there was no value to trade in. * Ms. Symons will be the Huddle Leader for March. |
| PREVIOUS MINUTES –  January 30, 2024 | **MOVED** by Ms. Ross, seconded by Ms. Westcar to approve the previous minutes of January 30, 2024. **CARRIED.** |
| Patient and Family Advisory Committee | **MOVED** by Ms. Ross, seconded by Ms. Soden to approve the previous minutes of January 17, 2024. **CARRIED.**  Ms. Ross wanted to commend Jennifer Lynch who does a wonderful job co-chairing the committee and following through on all the work presented to the committee. She noted they are not just patient advisors; they are educated patient advisors. |
| Finance Committee | **Q3 HSAA Scorecard:**  Ms. Westcar presented the HSAA scorecard from Q3 and noted that we continue to struggle with our wait time indicators (ED length of stay for non admitted low acuity patients, hip and knee replacements, MRI and CT). Volumes remain high and the hospital is doing as many as possible. |
| City Report | No report this month |
| County Report | No report this month |
| Foundation Report | Ms. Wettlaufer gave the following highlights:   * The January 50/50 grand prize winner was Linda Lee who took home $62,942. The hospital’s net proceeds was $37,953 and the total proceeds is $1.8M since the 50/50 draw started in November 2021. * The February 50/50 grand prize draw is this Thursday. * Dairy Capital Run is scheduled for May 25th. Registration is open and there is currently 36 runners registered. * The Golf Tournament is scheduled for June 12th at Craigowan. Sponsorship packages have been sent out. Oxford ProResp will be sponsoring $10,000 for their 30-year relationship with WH. * Annual donor recognition plaques are being updated and should hopefully be back up on the walls by the end of March. |
| Correspondence | Ms. Symons read aloud a thank you note from Jennifer Lynch for the flowers and gift basket she received following her surgery. |
| Adjournment | The meeting adjourned to LPP on motion at 5:30 p.m. CARRIED. |

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Ms. P. Hilderley, Chair Ms. L. Symons, Secretary