



WOODSTOCK HOSPITAL

BOARD OF TRUST

DATE: Tuesday, March 26, 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, Ms. B. Taylor, Mr. P. Lang, Ms. K. Lavelle, Ms. C. Smart, Ms. T. Crockford, Ms. A. Fortin, Dr. P. Howatt, Ms. C. Lauder (City Rep), Dr. I. Hons, Dr. M. MacLeod, Dr. K. Green, Ms. M. Sandhu (Admin Resident)

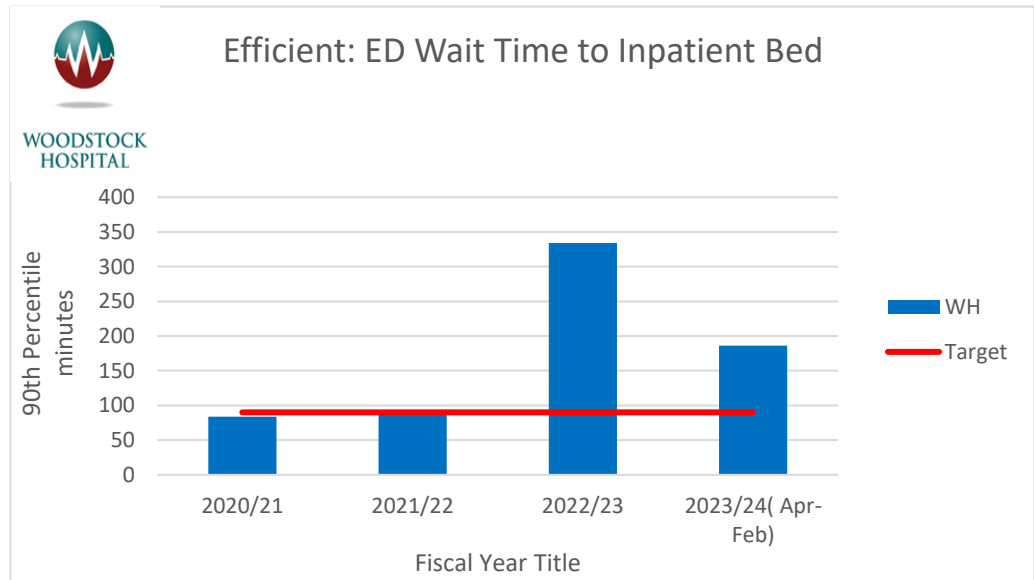
REGRETS: Mr. E. Andreola, Ms. C. Wilson, Mayor J. Acchione (County Rep)

Recorder: Ms. H. Scherer (Executive Assistant)

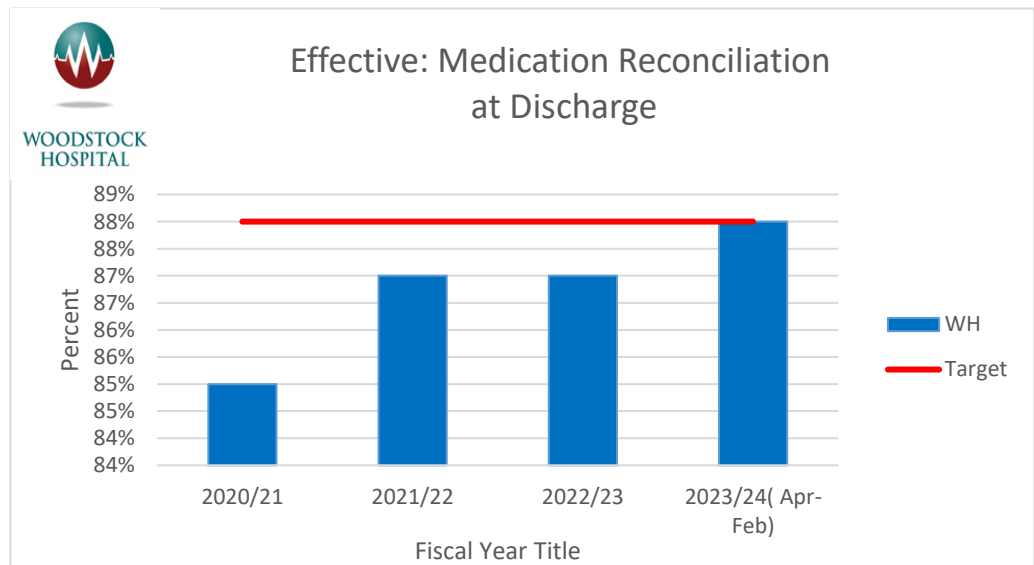
AGENDA ITEMS	DISCUSSION
CALL TO ORDER	<p>Prior to the meeting, the Board members toured the Pharmacy Department.</p> <p>The meeting was called by Ms. Hilderley, Chair at approximately 5:00 p.m.</p>
PRESENTATION	<p><u>Woodstock Hospital Pharmacy Team Presentation:</u></p> <p>Ms. Vieira-Cabral presented on Pharmacy services at WH and highlighted the following:</p> <ul style="list-style-type: none"> • The annual budget is \$2.5M with staffing making up \$1.9M of that. Balance of the budget makes up maintenance fees for equipment, contracted after-hours services for a Pharmacist, supplies/consumables and licensing fees and drug information subscriptions. • The department is made up of the Director of Pharmacy, Pharmacy Operations Supervisor, 7 Pharmacists and 20 Pharmacy Technicians. • The department hosts a number of students from Colleges and Universities. • There is a Antimicrobial Stewardship Pharmacist (ensures we are using the best medications for each situation), Lead Chemotherapy Technician (trains the new staff) and a Medication Stewardship Technician (reviews all medications in cabinets to ensure they are stocked and are within the expiry date). • The pharmacy staff work in the main pharmacy area on the lower level, patient care areas, chemotherapy unit, ED and pre-admit clinic.

	<ul style="list-style-type: none"> • The department runs 24/7 with onsite hours from 7 a.m. – 11 p.m. There is an after-hours service provided by Northwest Telepharmacy who does remote verification and have access to our Cerner. This is a shared arrangement with other hospitals in the region. • Some of the duties of the Pharmacy are to order, receive, package, compound/manufacture and dispense every medication administered to both inpatients and outpatients. This can be challenging due to backorders of medications due to various reasons. • Pharmacists are to verify all inpatient medication orders to ensure appropriate for the patient. • The department has three automated machines: 1 500 canister packager, 34 med stations (dispensing cabinets located throughout the units) and 1 kit management system, which verifies stock on anesthesia trays, crash cart trays, cataract trays, etc. • Members of the Pharmacy team are involved in many committee’s through the hospital. • Pharmacy has 14 required organizational practices and 149 accreditation standards they must complete. They also participate in the Ontario College of Pharmacist Hospital Assessment on an annual basis. They also completed a self assessment survey. • In response to a question, it was noted that licensing fees for a Pharmacist are \$1,000/year and \$700/year for a Technician, as well as they must have liability insurance. These fees are all paid by the employee. • In response to a question, it was noted that they have three main medication distributors and a few smaller distributors where they order from. • In response to a question, it was noted that if a patient comes into the hospital with a ‘no substitute’ on their medication, the Pharmacist will ask them if they wish to use a substitution and if not, they will have the patient use their own medication. This includes if a patient is taking herbal medication or cannabis. A workflow must be completed in conjunction with the Physician, Pharmacist and Nurse if a patient chooses to use their own medication. <p>Ms. Hilderley thanked Ms. Vieira-Cabral for her informative presentation.</p>
DECLARATION – CONFLICT OF INTEREST	No one declared a conflict of interest.
ADOPTION OF AGENDA	MOVED by Ms. Symons to adopt the agenda, seconded by Mr. Mitchell. CARRIED.
HUDDLE	<ul style="list-style-type: none"> • Ms. Symons reviewed the Mission, Vision, Values and Value Statement. • This month’s topic is Quality Improvement Metrics, Yearly Comparisons:

- Ms. Symons noted she chose this topic as she was interested in seeing how WH benchmarks across other hospitals.
- The following graphs were reviewed:



- **Target has remained <= to 90 minutes**



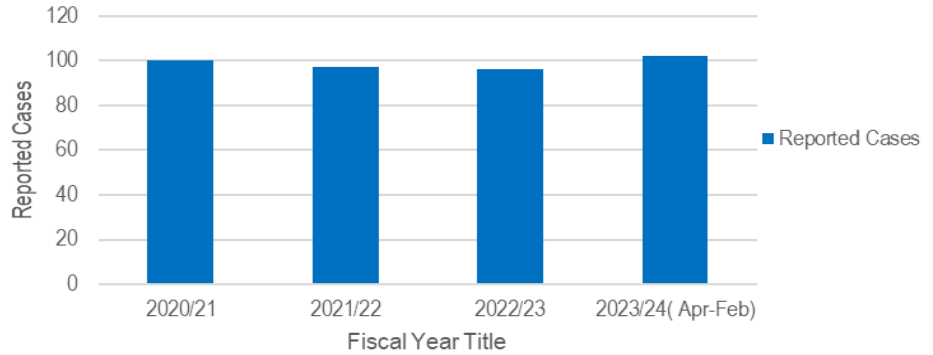
- **Target is 88% completion**

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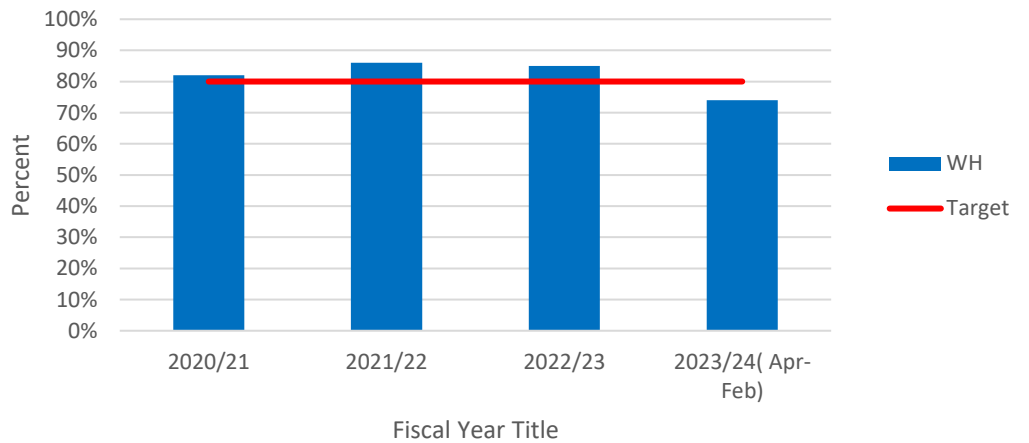
Safety: Workplace Violence

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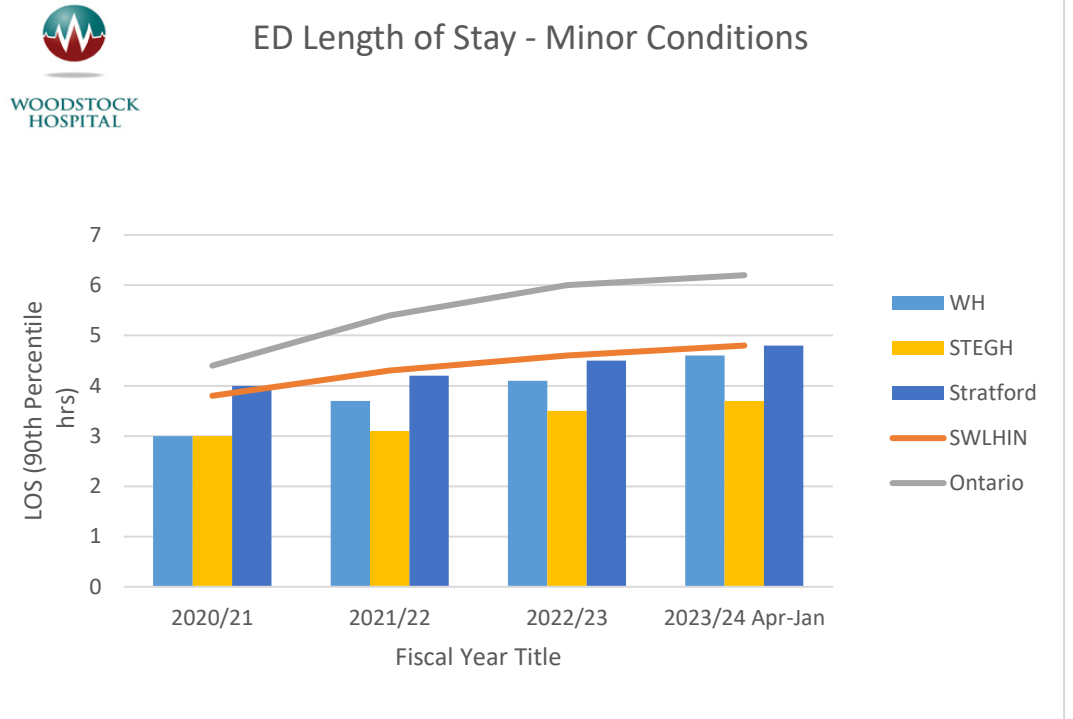


Patient Centred: Received enough information when left hospital

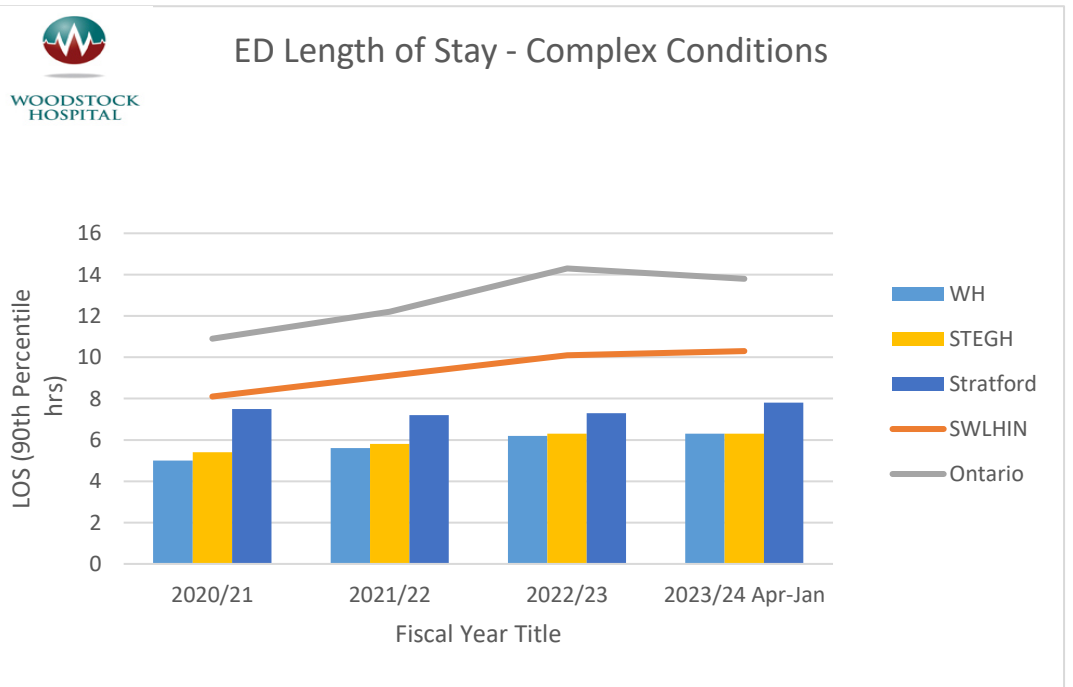
WOODSTOCK HOSPITAL



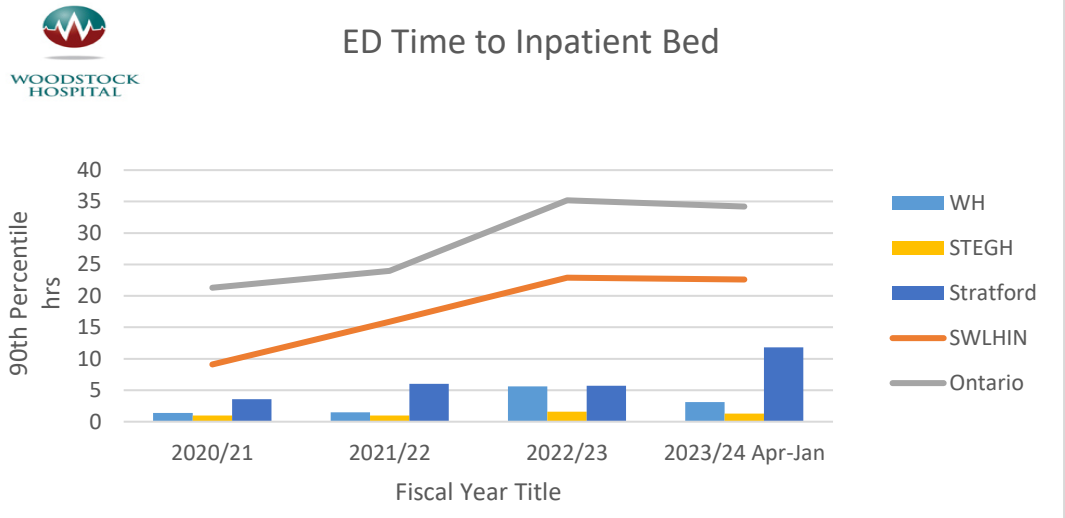
- Target \geq to 80%



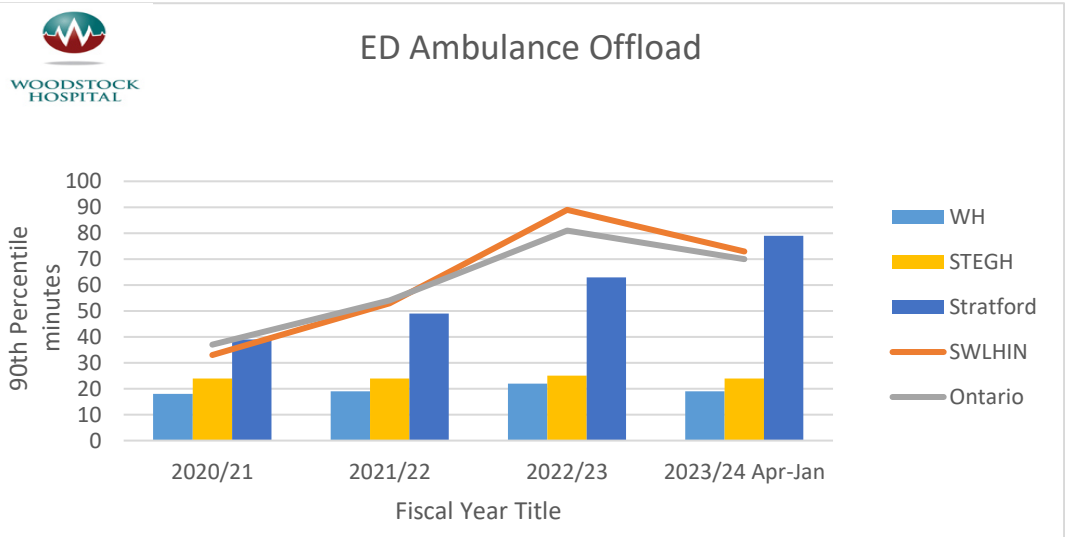
- **Target = 3.0 hrs**



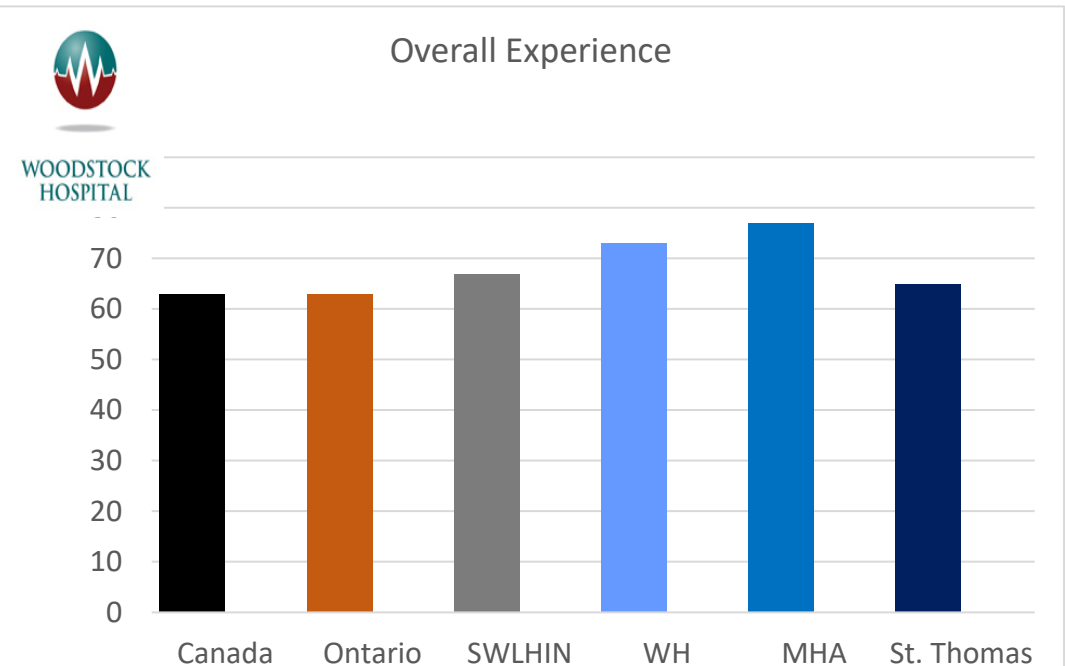
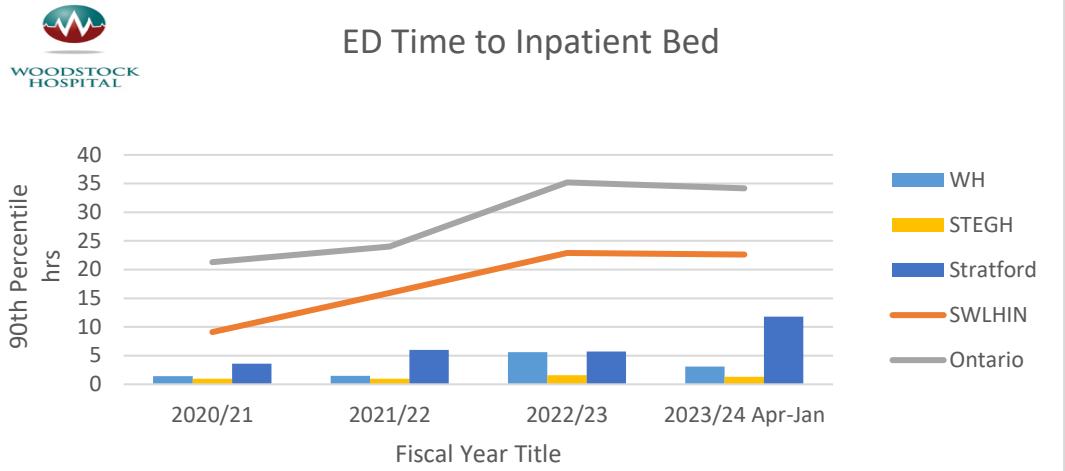
- **Target = 5.5 hrs**




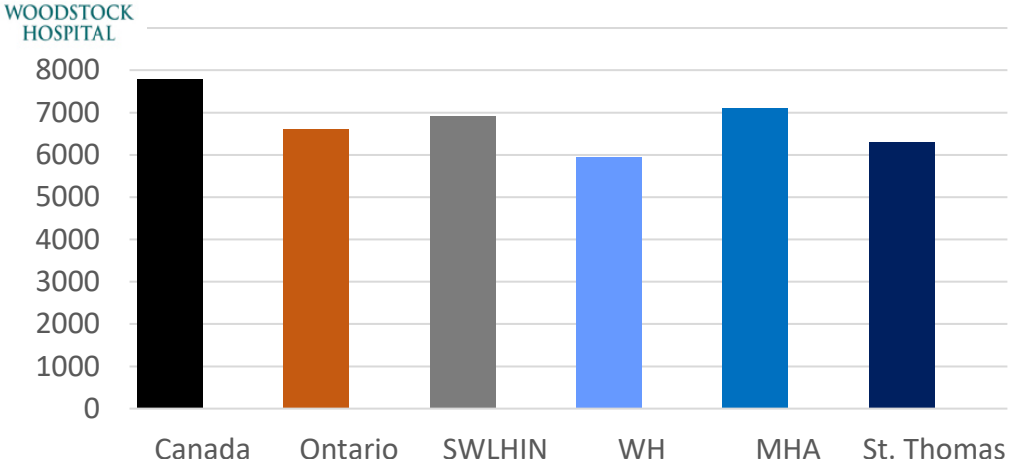
- **Target = 90 minutes or 1.5 hrs**



- **Target = 15 minutes**



- % of who indicated a 9 or 10 out of 10

	<div style="text-align: center;">  <h3>Cost of a Standard Hospital Stay</h3> </div>  <table border="1" style="margin-top: 10px;"> <caption>Cost of a Standard Hospital Stay Data</caption> <thead> <tr> <th>Region</th> <th>Cost (Approximate)</th> </tr> </thead> <tbody> <tr> <td>Canada</td> <td>7800</td> </tr> <tr> <td>Ontario</td> <td>6600</td> </tr> <tr> <td>SWLHIN</td> <td>7000</td> </tr> <tr> <td>WH</td> <td>6000</td> </tr> <tr> <td>MHA</td> <td>7100</td> </tr> <tr> <td>St. Thomas</td> <td>6300</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Ms. Symons noted that WH is beating the LHIN benchmark across the board in all categories. • Ms. Taylor will be the Huddle Leader for April. 	Region	Cost (Approximate)	Canada	7800	Ontario	6600	SWLHIN	7000	WH	6000	MHA	7100	St. Thomas	6300
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<p>PREVIOUS MINUTES – February 27, 2024</p>	<p>MOVED by Ms. Ross, seconded by Ms. Taylor to approve the previous minutes of February 27, 2024. CARRIED.</p>														
<p>Finance Committee</p>	<p><u>2023 Foundation Financial Statement:</u> Ms. Westcar noted that the 2023 Foundation Financial statements were pre-circulated in the agenda package for information only. She noted that the Foundation did very well last year and on behalf of the Board of Trust we appreciate their diligence.</p>														
<p>City Report</p>	<p>Ms. Lauder noted that the budgets have been set and the work on the housing unit behind Woodingford Lodge is set to re-start.</p>														
<p>County Report</p>	<p>No report this month</p>														
<p>Foundation Report</p>	<p>Ms. Wettlaufer gave the following highlights:</p> <ul style="list-style-type: none"> ❖ The Annual We Care Staff Campaign ran from March 18th to 22nd with a goal of \$20,000. An update will be given at next month’s meeting. ❖ The February 50/50 winner was Vicki Gagen who took home \$57,872. This brings the year to date total to \$1.8M. ❖ The March 50/50 draw is on Thursday, March 28th and is sitting at just over \$48K. 														

	<ul style="list-style-type: none">❖ The Dairy Capital Run is scheduled for May 25th. There is 100 runners registered, which is higher than last year at this time. They have a confirmed sponsorship of \$14,500.❖ The Golf Tournament is scheduled for June 12th, with a confirmed sponsorship of \$39,700.❖ Chemotherapy Campaign – currently there is \$1.5M in donations:<ul style="list-style-type: none">○ \$500,000 from Ken and Roberta Sommers○ \$350,000 from Doug and Patti Bell – they will be naming the Chemo Waiting Room and Chemo Bell.○ \$450,000 – estate of Annette Vriends○ \$250,000 – details have not been finalized yet❖ The Winter Direct mail will also be featuring the chemo renovations.
Correspondence	There was no correspondence to report.
Adjournment	The meeting adjourned to LPP on motion at 5:37 p.m. CARRIED.

Ms. P. Hilderley, Chair

Ms. L. Symons, Secretary