

Hospital Staffing Advisory Committee Meeting

Meeting Notes

Date	10/24/2023	
Meeting Topic	Charter & Uniform Form	
Note Taker	Holli Erdahl	
Attendees	Standing Attendees	
	WSHA	WSNA, SEIU, UFCW
	<input checked="" type="checkbox"/> Chelene Whiteaker	<input checked="" type="checkbox"/> Cara Alderson
	<input checked="" type="checkbox"/> Darcy Jaffe	<input checked="" type="checkbox"/> David Keepnews
	<input checked="" type="checkbox"/> Jason Hotchkiss	<input checked="" type="checkbox"/> Duncan Camacho
	<input checked="" type="checkbox"/> Jennifer Burkhardt	<input checked="" type="checkbox"/> Kendra Valdez
	<input checked="" type="checkbox"/> Keri Nasenbeny	<input checked="" type="checkbox"/> Tamara Ottenbreit
	<input checked="" type="checkbox"/> Renee Rassilyer Bomers	<input checked="" type="checkbox"/> Vanessa Patricelli
	DOH	L&I
	<input checked="" type="checkbox"/> Christie Spice	<input checked="" type="checkbox"/> Caitlin Gates
	<input checked="" type="checkbox"/> Holli Erdahl	<input type="checkbox"/> Katherine Bigler
	<input checked="" type="checkbox"/> Ian Corbridge	<input checked="" type="checkbox"/> Lizzy Drown
	<input checked="" type="checkbox"/> Julie Tomaro	<input checked="" type="checkbox"/> Carl Backen
	<input checked="" type="checkbox"/> Kristina Buckley	
	<input checked="" type="checkbox"/> Tiffani Buck	
	Alternates and Other Attendees	
	Katherine Hoffman, LNI	Bonnie Fryzlewicz, WSHA
	Ellen Saline, L&I	Amy Doepken, Legacy Salmon Creek MC
	Lindsey Grad, SEIU 1199NW	Michael Davis, L&I
	Dawn Marick, WSNA	Kristin Murphy, L&I
	Jaclyn Smedley, WSNA	Amanda Facciolo
	Reed Simock, L&I	Ashlen Strong
	Anthony Cantu, UFCW3000	B Balogh
	Barara Friesen	Bret Percival
	Dino Johnson	Holly Barnes
	Jacqueline Mossakowski	Janet Stewart
	Jessica Hauffe	Kirk Harper
Kristin Murphy	Laurie Robinson	
Linda Burbank	Michael Davis	
Michelle Curry	Ruth Schubert	
Sara Frey	Tara Barnes	
Tristin Twohig		

Agenda Item	Notes
WELCOME	Land acknowledgement, role call

SEPTEMBER MEETING MINUTES	Fist to five – minutes accepted			
SAFETY TOPIC	<p>From Lizzy Drown – Trick or Treat Safety</p> <ul style="list-style-type: none"> - Bring a flashlight - Have your name and contact information on your child’s costume - Be aware when you are out and about 			
ACTION ITEM FOLLOW UP	Review			
	Action Items	Assignment	Deadline	Status
	Complete OPMA Training	Committee	11/30/2023	Reminder to complete this by 11/30
	OPMA Certification	Kristina Buckley	11/30/2023	Kristina will send out to everyone once all are completed
	Hospital List	WSHA/DOH	Prior to Next Meeting	Still determining criteria, more to come.
	Updated Statute Timeline	DOH	Next Meeting	Dates laid out by deadline
	Discuss Date Recommendation for Uniform Form Deadline	Committee	Next Meeting	Proposed dates – collected data from committee on preferred date deadlines for uniform form creation. April month is tentative as it allows for 3 months to be reviewed by hospitals before use is required.
	Bring Data for Meal and Break Record Keeping	WSHA	Next Meeting	Intro to Carl Backen – reviewing materials from committee
	<ul style="list-style-type: none"> - Lindsey Grad: Question on some of the hospitals listed/what criteria is used to define applicable hospitals. Tiffani is working on this and will have more to come. - Uniform Form deadline discussion: <ul style="list-style-type: none"> o Suggesting February 2024 deadline to allow hospitals as much time as possible for implementation. o If deadline is moved up, want to make sure the quality of the document is not rushed. Not sure if February is a realistic deadline. o Hospital partners are concerned and want time and assistance to implement it. o If we were to move the deadline up, we may need to have additional meetings. o Multiple members are happy to add additional meetings. o Need to be clearer about what the work is and how it needs to be done before choosing a deadline. Perhaps we keep the deadline April 1st and readdress the deadline once we have a clearer vision. 			

	<ul style="list-style-type: none"> - How would feedback work for April 1st Deadline? Would we be reviewing at the March meeting? Yes - Table the discussion for April 1st deadline until next meeting to continue with agenda? <ul style="list-style-type: none"> o Fist to Five passes with 4's and 5's – tabled for next meeting
CHARTER	<ul style="list-style-type: none"> - Update to rules and responsibilities - Can we approve the charter with suggested deadline dates? Kristina will update April 1st as To Be Determined in charter for Uniform Form deadline. - Language updated under “Committee Meetings” to reflect virtual meetings instead of just hybrid/in-person. - Ground rules – added verbiage for chat functions and clarified sub-work groups. - Definitions added for clarification. - Fist to Five vote for charter adoption <ul style="list-style-type: none"> o Passes with 4's ad 5's – Charter Approved
UNIFORM FORM	<p>Introduced by Kristina Buckley – walkthrough of requirements based on HSB5236.</p> <ul style="list-style-type: none"> - Contents is both what needs to be considered when developing uniform form as well as what needs to be listed on the form. - 2018 Coalition – collaborated on a joint set of tools. <ul style="list-style-type: none"> o Review resources of work done previously – see if there is anything the committee would like to draw from o Nurse Staffing Plan Minimum Criteria – email attachment - Committee thoughts on what to have on form? <ul style="list-style-type: none"> o Create a matrix by shift/by units. Commonly used now and works well. o Form needs to be adjustable for volume of different patient care settings. o Hospital Staffing documents on DOH website vary wildly – want to make sure the form is understandable by public. Some current staffing plans are very difficult to understand. o What are we trying to accomplish? To provide more guidance to staffing committees, to make it accessible, and to provide for more effective monitoring and analysis. Consistency and measurability are needed. o Pay close attention to nurse/patient safety when developing plans. o Matrix for inpatient areas – Will need something different for ambulatory, OR, etc.
INNOVATIVE HOSPITAL STAFFING AND CARE DELIVERY MODELS	<ul style="list-style-type: none"> - Extend care by looking into virtual nurse solutions used by facilities own staff. <ul style="list-style-type: none"> o What would this look like in a Critical Access Hospital setting? - Acuity tool meant to balance workload for nurses, but ratios don't change for nurses even with innovative solutions. - What is the goal of reviewing innovative hospital staffing and care delivery models? <ul style="list-style-type: none"> o Broad as written in the bill, what would be valuable to narrow down? - Staffing models – don't have same level of nurses available in our country, need to make sure we are using RNs to the height of their licensure, as well as those with other licenses. Don't want to limit who can help with a patient by creating a model that prevents staff other than RNs from working to the height of their licensure. <ul style="list-style-type: none"> o Any speaker recommendations? - Need to explore alternate types of team-based care

PUBLIC COMMENT	No public comment.
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Action Items	Assignment	Deadline
Discuss Hospital Staffing Form due date	Committee/DOH/L&I	Ongoing – to review next meeting
Innovative Hospital Staffing and Care Delivery Models – speaker recommendations	Committee	Ongoing – please provide suggestions to hospitalstaffing@doh.wa.gov
Subcommittee for Meal/Rest forms with L&I	Committee/Alternates	Contact Caitlin Gates to join subcommittee to develop draft. Caitlin.Gates@lni.wa.gov
Uniform Form Contents	Committee	Please bring examples/ideas to next meeting for what should be included in the uniform form
Hospital List	DOH	Next meeting – completed Hospital List