



**COALINGA REGIONAL MEDICAL CENTER  
BOARD OF TRUSTEES**

**Wednesday, December 17, 2014- 5:30 p.m.  
Pavilion Conference East**

**AGENDA**

**MISSION STATEMENT**

*Coalinga Regional Medical Center Is Committed To Provide Personalized, Quality-Oriented Healthcare Through An Ethically And Fiscally Responsible Service Network, Enhancing The Health Of The People We Serve.*

**I. CALL TO ORDER**

**II. DETERMINATION OF QUORUM**

**III. OPEN SESSION**

**IV. PUBLIC COMMENTS/PRESENTATION**

This section of the meeting is reserved for members of the public to address the Board on any matter not on this agenda but within the jurisdiction of the Board. The Board is prohibited by law from taking action on matters not on the agenda, but may ask questions to clarify the speaker’s comment and/or briefly answer questions. Any person addressing the Board will be limited to a maximum of three (3) minutes. At all times, please state your name and address for the record.

**V. CONSENT CALENDAR.....Action Item**  
*(All matters under the Consent Calendar will be approved by one motion, unless a Board member requests separate action on a specific item).*

- 1. Minutes of Board Meeting: November 25, 2014.....Action Item
- 2. November 2014 Interim Financial Statements
  - a. Warrants/Check Register ..... \$1,405,418.28
  - b. Unpaid Register ..... \$535,796.08
  - c. Bad Debt Write-offs .....\$150,005.20
  - d. Charity Write-offs .....\$-
  - e. Kings Credit Charity Write-offs ..... \$9,961.09
  - f. Rural Health Clinic Charity Write-offs .....\$-
- 3. Medical Executive Committee Recommendations: November 11, 2014
  - a. Re-appointments.....Action Item
    - 1. None
  - b. Initial Appointment.....Action Item
    - 1. None
  - c. Performance Improvement/Quality Assurance Matrix.....Action Item
  - d. Pharmacy Policies and Procedures\_ Revised.....Action Item
    - 1. 400.10 Organizational Chart
    - 2. 400.104 Physician’s Orders
    - 3. 400.109 Controlled Substances Inventory
    - 4. 400.110 Controlled Substance Discrepancy
    - 5. 400.132 Unit Inspections
    - 6. 400.135 Home Med Use



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- 7. 400.138 Adverse Drug Reactions Adverse Drug Events
- 8. 400.200 Pyxis Authorized Access & Privileges
- 9. 400.201 Password Verification Statement Form
- 10. 400.202 Procedures for Privileges
- 11. 400.204 Override Capability
- 12. 400.208 Guidelines for Discrepancies
- 13. 400.213 Pyxis Reports & Forms
- 14. 400.215 Downtime of Pyxis MedStation
- 15. 400.218 Pharmaceutical Waste and Disposal
- 16. 400.220 Delivery of Drugs
- 17. 400.221 Pharmacy Personnel Duties and Regulations
- 18. 400.222 Pharmacy Record Keeping Requirements
- 19. 400.223 Medication Reduction Error Plan
- 20. 400.224 Patient Confidentiality
- 21. 400.225 Temporary Absence of a Pharmacist
- 22. Clarification of Discrepancy Resolution
- 23. Controlled Substance Sign-Out Sheet
- 24. Medication for Credit Form
- 25. Medication Sign Out Sheet
- 26. Narcotic Discrepancy Log for Resolution
- 27. Narcotic Waste Form
- 28. Pyxis Override Documentation Form
- 29. Pyxis Override Request Form

**VI. NEW BUSINESS**

- 1. Board Re-Organization (Elections)

**VII. REPORTS**

- 1. Administrator’s Report (Handout) .....Sharon A. Spurgeon
- 2. Personnel Committee, December 4, 2014 ..... Bill Lewis
- 3. Facilities Management, December 4, 2014 ..... Bill Lewis
- 4. Skilled Nursing Facility, December 16, 2014 ..... Sandy Beach
- 5. Finance Committee, December 12, 2014 .....Catherine Underwood/Sandra Earls, CFO
  - a. November 2014 Financial Statements/AR Summary..... Action Item
  - b. American Health Connection..... Action Item

**NOTE: NON-RETRIEVABLE INFORMATION**



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- 6. Planning Committee, December 2, 2014..... Sandy M.

**VIII. CLOSED SESSION**

- 1. Consent Calendar ..... Action Item
  - a. Approval of Minutes November 25, 2014..... Action Item
- 2. Quality Review Report for November 2014..... Lori Bryan, RN BSN
- 3. Old Business:
  - a. None
- 4. New Business:
  - a. Board Re-Organization (Elections)

**IX. RECONVENE OPEN SESSION** ..... Closed Session Announcements

**X. MEETING**

- a. The next regular monthly meeting will be Wednesday, January 28, 2014 at 5:30 p.m.

**XI. ADJOURNMENT**

*Disabled individuals who need special assistance to attend or participate at the Board of Trustees meeting may request assistance by contacting the Administrative office at 1191 Phelps Ave., Coalinga, CA 93210, telephone (559) 935-6562. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance whenever possible.*

*If you would like to review or copy writings from the Board of Trustees meeting you may do so at the Administrative office located at 1191 Phelps Ave., Coalinga, CA 93210, during normal business hours.*