

Di-Med/X-RAY ASSOCIATES

JHSC Meeting

Date: April 19, 2018

In Attendance: Chair Rosalba Simone

Vicki Goard, Marlene McCarthy, Jill Howden, Lori Myers, by phone Eric Kwan

Absent: Ann Myers, Pan Tran on maternity leave

Minutes from January 16, 2018 meeting reviewed.

Quality Assurance		
Item	Description	Action and Follow up
Item 1 – Newmarket Heating	1. Ongoing air situation.	1. Building supervisor checked all areas and vents. 12% discrepancy found in thermostat recordings. Still too warm in areas. 2. Jill to follow up for one month. If not improvement to notify Marlene and she will follow-up with the building management.
Item 4 - Newmarket Follow up on renovations	1. Floor connections are still not fixed.	1. Anatoli not available, Ken will take a look and fix.
Item 8 - Aurora Ceiling tile	1. Ceiling tile in Aurora above x-ray unit has a stain	1 Neil to take a look Eric to follow up.
Item 9 - Vaughan Winter mats	1. Winter mats to be removed for the summer months	1. Lori to inform Marlene regarding number of mats needed for summer months.
Item 11 - Harding X-ray Unit	1. X-ray unit to be removed.	1. Unit removed December 2017 and room empty and clean.
Item 12 - Vaughan Heating	1. US rooms 2,3,& 4 very warm.	1. Fans to be placed in all rooms for ventilation. Ram will bring down extra from Newmarket. 2. Work with the clerical staff and setting of the heat for the area.
Item 13 – Vaughan Monthly inspection	1. Monthly inspections for Vaughan during Pan's maternity leave.	1 Karleen will do monthly inspections during Pan's maternity leave.

Minutes from January 16, 2018 meeting passed by Marlene McCarthy and Jill Howden.

Quality Assurance		
Item	Description	Action and Follow up
Item 1 – Newmarket Masks	1. Should a level 3 mask be purchased for staff with the amount of illness this past season and exposure to the staff who also got ill	1. Marlene felt it was not necessary to purchase extra masks, if necessary staff could mask as well as the patient 2. Mask fitting will not be performed in the clinics. All N95 masks should be distributed and used at the front desk for patients until exhausted of supply.
Item 2 – Newmarket	1. Concerns for Infection Control after	1. IPAC checklists will be followed and new

Infection Control	amount of illness this past season.	policies will be created by Marlene. 2. Vicki will lead Infection Control Education
Item 3 - Newmarket Ducts	1. Dryer ducts are cleaned once per year.	1. Rosalba follows all appointments.
Item 4 - All clinics Winter Mats	1. Winter mats to be removed from the clinics	1. Marlene will follow up with each clinic to have them remove all winter mats for next seasons.
Item 5 - All clinics JHSC	1. Do we need to train any new members or rotate existing members	1. All clinics are covered with member participation as stands, and all members have agreed to remain on the committee.
Item 6 - All clinics JHSC Assessment	1. Lori and Rose listened to the webinars related to the assessment. 2. Upon completion the following items need to be addressed to meet all requirements: -A list of all committee members and contact information to be listed on the Intranet -Agenda and minutes must also be accessible to all staff and will be posted on the Intranet	1. Jill and Lori will work with Rosalba to have a JHSC section on the Intranet and all information will be posted.
Item 7 - Vaughan	1. During a building power outage, the emergency lights did not respond.	1. Steve assessed and batteries have been ordered and will be put in place by Ram upon arrival.
Item 8 - Aurora	1. Emergency lights should be checked in Aurora location.	1. Ram and Eric will look with Neil and see if batteries need to be ordered. Lori will follow up.
Item 9 - Aurora Painting	1. Ongoing.	1. Completion date April 1, 2018. 2. Chair rail to be added in the waiting room. 3. Nothing to be mounted on the walls until has been approved by Marlene. Marlene to visit clinic.
Item 10 - Aurora Kitchen sink	1. Kitchen sink tap to be replaced.	1. Ram to purchase and install.
Item 11 - Harding Renovations	1. Quotes are still being received.	1. Ongoing.
New Additions:		
Item 12 - All clinics Hand Soap	1. Gentle rain hand soap, which we are presently using has been discontinued.	1. Inform Ram we do not need to purchase any soap holders 2. Lori to price antibacterial soap for all clinics.
Item 13 – All clinics	1. Removal of stuffed toys.	1. Stuff toys can be used in the x-ray areas if they are washed immediately after any patient contact and/or on a monthly routine. 2. Marlene will include in the new protocols.
Item 14 - All clinics	1. Health concerns in patient areas.	1. Leads will send out a reminder to all staff that eating in patient care areas is prohibited.
Item 15 - All clinics	1. Reprocessing areas.	1. All reprocessing areas will be inspected by Marlene and Vicki to make sure they are

		meeting the current standards.
Next meeting	Next meeting July 23, 2018	Vicki to co-ordinate with Rosalba and Jill and an agenda will be sent out prior to the meeting.