



# KCER Meeting Minutes

## ATTENDEES

<i>Sherline Lee</i>	<i>Gary Petingola</i>	<i>Jide Salako</i>	<i>Kathe LeBeau</i>
<i>Tonya Salstrom</i>	<i>Larry Park</i>	<i>Robin Bender</i>	<i>Svetlana (Lana) Kacherova</i>
<i>Wendy Schrag</i>	<i>Judy Stevenson</i>	<i>Lynda Ball</i>	<i>Jolene Bussiere</i>
<i>Curtis, Network 4</i>	<i>Dr. Rubinson</i>		

## KCER MEETING MINUTES

<b>Date: 11/19/08</b>	<b>Time: 1 p.m. eastern</b>	<b>Location: conf call</b>	
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**Next call: January 21, 1 p.m. eastern**

TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE	DUE
October call minutes	Wendy reviewed the minutes from the last call, and they were approved as presented.			
Team charter	Everyone please fax in the revised team charter to Sherilyn Burris at KCER if you have not already done so.		All	12/31/08
2009 projects	The group reviewed the list of projects from our 11/07 in person meeting and decided to pursue the following projects for 2009. We will discuss in more detail on our January call: 1. Add or see if our current provider template includes information on defining the roles of patients and providers during a pandemic, including ideas for staff			

	<p>on child care or other needs during a pandemic that may keep them from coming to work.</p> <ol style="list-style-type: none"> <li>2. Information for patients: how to build confidence, be part of the solution, take responsibility (refer to patient assistance team as this could be for any disaster)</li> <li>3. Recommendations on pandemic planning for home patients (also refer to patient assistance with our help)</li> <li>4. How to manual for communicating with various levels of emergency management (possibly work with communications team and Lana's Network communication form they are developing)</li> <li>5. Information on mental health/grief after a pandemic, resiliency issues (Gary and Sherline to look for resources that already exist)</li> <li>6. Pharmacy template for patients (refer to patient assistance team with our help)</li> <li>7. Flu manager role/duties (check with DaVita – do they have something already?)</li> <li>8. OSHA: make sure we have the latest current version of their recommendations for masks on our website</li> <li>9. Pt. treatment ideas for prescribing when unable to receive regular dialysis (refer to physician assistance team)</li> <li>10. How to get care to people if people can't get to care (also check provider template or add to it)</li> <li>11. Monitoring supplies: Larry will raise this with the facility ops team.</li> </ol>			
Additional items	Judy reported a pilot program will be occurring on Dec. 8 in Pittsburgh for training on how to manage staff shortages during a time of emergency. A CD set will be created and can be made available at a future date.			
Pandemic Awareness Day pdf	The subteam will be having a conf call on 11/20/08.	Wendy, Gary, Sarah, and Jide will work on	Wendy	12/31/08

file toolkit		pdf file contents.		
Next meeting	January 21, 1 p.m. eastern, conference call	We will review our future projects/needs.		