

Pandemic Response Team Meeting Minutes

ATTENDEES

<i>Larry Park, FMC</i>	<i>Annie Tu, Univ of WA Med Ctr (no e-mail)</i>	<i>Bill Peckham, NWKC,</i>	
<i>Wendy Schrag, FMC</i>	<i>Robin Bender, NW 15</i>	<i>Carol Allen, UWMC</i>	
<i>Palmer Pollock, NWKC</i>	<i>Lewis Rubinson, MD, CDC</i>	<i>Vickie Peters, NW 18</i>	
<i>Joyce Jackson, NWKC (no e-mail)</i>	<i>Kim Kieu, CMS</i>	<i>Allison Kregness, NW 17</i>	
<i>Dr. John Stivelman, NWKC (no e-mail)</i>	<i>Martha Hanthorn, NW 16</i>	<i>Linda Cornutt, NWKC (no e-mail listed)</i>	
<i>Demetra Denmon, CMS</i>	<i>Sherline Lee, DCD</i>		
<i>Eileen Peacock, DaVita</i>	<i>Noel De Ocampo, NW 17</i>		
<i>Liz Howard, DaVita</i>	<i>Lynda Ball, NW 16</i>		

PANDEMIC TEAM MEETING MINUTES

Date: 11/8/07	Time: 8:00 a.m. – 3:30 p.m.	Location: SeaTac NW Kidney Center	
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TOPIC	DISCUSSION	ACTION	DUE
Welcome, introductions	Joyce Jackson, CEO of NW Kidney Centers welcomed the group. Group members introduced themselves.		
Team goals, charter, activation plan	Wendy presented the goals, charter and activation plan. The group discussed the mock drill in September as a way to test the activation plan. Sherline has additional info on communication issues she will share with Gary Green with communications team.	We will also invite Gary to our next conf call. Wendy will send out the report from Network 7 on the mock drill held in September.	11/28/07
Industry Plans	Larry Park presented on FMC's plan. Highlights: <ul style="list-style-type: none"> • supplies: masks, anti-virals – currently stock-piling • SOP development in 12 areas, making 	Decisions providers are making/discussing: <ul style="list-style-type: none"> • What triggers stock-piling? • What triggers anti-viral use? 	Ongoing

	<p>them user-friendly</p> <ul style="list-style-type: none"> • IT top 10 needs • Flu manager designee <p>Bill Peckham presented on NWKC plan. Highlights:</p> <ul style="list-style-type: none"> • build infrastructure and strengthen rel. with local emergency planning officers • planned flexibility; prepare for worst-case scenarios • engage patients, staff and MDs in planning • communicate plans to stakeholders and public <p>Eileen Peacock presented DaVita's plan. Highlights:</p> <ul style="list-style-type: none"> • communication alert process throughout the company via phone & internet • assessing levels of supplies • vendor letters/contracts/follow-up • Mask recommendations, storage • Education: pts, staff: work practice controls, infection control, immunization campaign, learning modules based on dept of health (pandemicflu.gov) • Anti-viral use • Policies/procedures • Facility based infection control managers 	<ul style="list-style-type: none"> • Prophylactic or treatment? • Is a prescription necessary? • How much anti-viral to supply and how much to get from Health Departments? • Type of masks for whom? • IT needs • Policies/procedures templates • Supply stocking/over-stocking of essential dialysis products • Staffing ratios for providing optimal care, staff hours • Transportation issues for patients • Fuel agreements • Local clinics linking with local department of healths • Emergency line for pts/other telecommunications systems • System standardization • Alternate and ethical standards for making decisions about care: CDC has some guidelines • Education for pts/staff • Maintain high infection control standards, immunizations • Security issues/guards, etc. • Environmental controls: ventilation issues, waiting room • Trigger events/responses 	
Team projects	<p>Team projects already developed and/or in process were reviewed:</p> <ol style="list-style-type: none"> 1. anti-viral stockpile algorithm will be placed on the website. 2. patient checklist already on the website. 3. pandemic preparedness day: a request has been made to push the date some months later to give providers more time to educate staff and patients before we do 	<ol style="list-style-type: none"> 2. Add U.S. coast guard link to the patient checklist for renal friendly, high calorie options for emergency food supply. 3. Consider September for pandemic preparedness day. 	ASAP

	<p>the pandemic preparedness day activities.</p> <ol style="list-style-type: none"> 4. Provider pandemic questionnaires: we have received 4 or 5 so far. All but 1 provider so far has asked that information remain confidential to our team. 5. Website re-design. Our web design is currently with NW 7 IT dept. Watch for new look soon. 	<p>4. Wendy to continue to follow up with providers to get us their questionnaires.</p>	
<p>Dr. Kay Koelema</p>	<p>Lunch speaker: Pandemic Preparedness Planning in King County, WA www.metrokc.gov Highlights of King County public health department activities:</p> <ul style="list-style-type: none"> • Bus advertising education on hand-washing, coughing, etc. • Workplace recommendations • Influenza: Modes of transmission: respiratory droplets, airborne, contact • OSHA guideline pyramid on occupational risk • Protection for healthcare workers: PPI and environmental • Education and training on infection control for everyone in your facility • Home emergency plan • Family readiness kit: www.aap.org/family/frk/frkit.htm • Non-pharmaceutical interventions: social distancing, isolation, quarantine, closure of schools, etc. • Pandemic severity index • Anti-viral guidelines: currently, use for treatment unless supplies permit for prevention • Each county dept of health makes their own decisions on stock-piling anti-virals. A certain amount will go out from each state. 	<p>Members are encouraged to check out the website and use anything you wish to: www.metrokc.gov</p> <p>Add www.aap.org/family/frk/frkit.htm to our pandemic team web page list of resources.</p>	

	<ul style="list-style-type: none"> • PODS: Places of Distribution for mass vaccinations • King County Healthcare Coalition: health care providers, hospitals, bloodbanks, etc. <p>Call Center project</p>		
Future projects/ideas	<p>The group brainstormed the following list of possible future projects/ideas:</p> <ul style="list-style-type: none"> • Provider pandemic plan template • More info for pts to build confidence, be part of solution, take responsibility • Define roles of providers and patients • Website design • How to rely info with correct, although not complete knowledge/planning • Home pts: supplies, recommendations • Brief educational policy piece on kidney patient/provider issues on pandemic • Marketing: articles, meetings • How to manual for working with national emergency structure/communications • FEMA contact • Info on mental health/grief after a pandemic • Pharmacy template, letter for pts • How to connect with your county, city emergency preparedness people • International flu summit: does anyone want to attend? • Flu manager role/duties • Test plans: masks, etc. • Transportation ideas for pts • Ideas for staff needs in pandemic (child care, etc) • Table top pandemic drill • Pt tx ideas for prescribing when unable to receive regular dialysis 	The pandemic team will prioritize and discuss at their next team call.	11/28/07

	<ul style="list-style-type: none"> • Case studies of emergency processes • Ethical issues/framework for ethical decision-making • Personal responsibility: define • How to get care to people if people can't get to care • Monitoring supply chain – link with other KCER team 		
Top Things People Should Know About Pandemic Preparedness	<p>Patients:</p> <ul style="list-style-type: none"> • Know the plan at your dialysis clinic • Know at home responsibilities (transportation, etc) • Know what providers can control and what they can't • Know where to get reliable information: hotlines, listserves • Good hygiene habits <p>Providers:</p> <ul style="list-style-type: none"> • Have a plan, communicate it • Personal responsibility of staff • How to communicate and give reliable info • Connecting with local health department, emergency management, authorities • Building staff comfort, confidence in coming to work • Where to get info: hotline, listserv • Good hygiene habits 	Need to discuss how to disseminate: post on website?	
Next team conference call	November 28, 1 p.m. eastern		