



## Process Improvement Committee Meeting Agenda

Date: August 21<sup>st</sup>, 2020

Time: 1:30 PM – 4:00 PM

Location: <https://www.zoomgov.com/j/1615394611?pwd=MWNsVFdBNIiveWhqSS8xUFhwTTdGQQT09>

Meeting ID: 161 539 4611

Participant Code: 536677

**Note for virtual meetings:** OHA will open the Zoom meeting 15 minutes prior to the meeting's official start time. You may be required to wait in the Zoom waiting room or receive a message that the meeting has not yet started if you attempt to join the meeting before this time. If you are unable to join the meeting after this time, please contact the meeting host at the email or phone number provided below.

Time	Agenda Item	Materials Provided	Presenter
1:30 PM – 1:40 PM	<b>Item 1 – Review the Committee agenda and summary from July 22</b>	<ul style="list-style-type: none"><li>• Process Improvement Committee agenda</li><li>• July 22 summary</li></ul>	Matt Gilman
1:40 PM – 2:00 PM	<b>Item 2 – Review revised survey tools</b>	<ul style="list-style-type: none"><li>• Revised Mandatory Overtime Review Tool</li><li>• Meal and Break Practice Tool</li><li>• Revised Nurse Staffing Committee Co-Chair Pre-</li></ul>	Anna Davis & Kimberly Voelker

		Interview Questionnaire <ul style="list-style-type: none"> <li>• Unit Nurse Staffing Plan Review Questionnaire</li> </ul>	
2:00 PM – 3:00 PM	<b>Item 3 – Discuss priority requirements and survey process (Entrance through Plan of Correction)</b>	<ul style="list-style-type: none"> <li>• Power point summary</li> </ul>	Anna Davis & Dana Selover
3:00 PM – 3:55 PM	<b>Item 4 – Discuss Nurse Staffing Report and options for alternate formats</b>	<ul style="list-style-type: none"> <li>• Power point summary and examples</li> </ul>	Dana Selover & Anna Davis
3:55 PM – 4:00 PM	<b>Item 5 – Summarize action items and discuss next meeting</b>		Matt Gilman & Kimberly Voelker
4:00 PM	<b>Item 6 – Meeting adjourned</b>		

**Upcoming Meetings**

- *Process Improvement Committee – October 7<sup>th</sup>, 2020 – 1:30 PM – 4:00 PM*
- *Process Improvement Committee – October 21<sup>st</sup>, 2020 – 1:30 PM – 4:00PM*
- *Nurse Staffing Advisory Board – October 28<sup>th</sup>, 2020 – 1:00 PM – 5:00 PM*

Everyone has a right to know about and use Oregon Health Authority (OHA) programs and services. OHA provides free help. Some examples of the free help OHA can provide are:

- Sign language and spoken language interpreters
- Written materials in other languages
- Braille
- Large print

- Audio and other formats

If you need help or have questions, please contact Kimberly Voelker at 971-803-0914, 711 TTY or [kimberly.n.voelker@state.or.us](mailto:kimberly.n.voelker@state.or.us) at least 48 hours before the meeting.