



ATTENDANCE			
FACILITY	NEONATAL REP	MATERNAL REP	OTHER
Baptist Hospitals of Southeast Texas	Jennifer Hignett - not present	D. Denise Bean	
CHI Brazosport	Amber Head - not present	Amber Head - not present	
CHRISTUS Southeast Texas St. Elizabeth	Kelli Huebel	Christa Breaux	April Waguespack
Medical Center of Southeast Texas	Kristin Hall	Allison Thompson	
UTMB-Angleton Danbury	Ailyne Jarder - not present	Not present	
UTMB - Galveston	Ramona Brown/Amanda Archibald	Melissa Maranto	Kim Keleman
Approval of minutes	Motion made to approve the minutes for December by Christa Breaux, second by Denise Bean. Motion carried.		
Topic	Discussion	Actions	Responsible/Status/Date Resolved
Standard Operating Procedures	Committee currently does not have a SOP, Kelli read the Standing Operating Procedures for North Texas RAC	Draft shared with committee, Discussion had on how the committee can address data? What data could be useful? What RAC quality initiatives should we institute? Could we use AIM/VON Data?	Kelli - shared SOP with Nathan Jung to review for by-laws 3/24/2020. Will need to send for BOD approval once returned.

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		Need a standardized submission method and reporting structure. In the SOP need to define the terms and appointments for Committee Chair as well as Co-Chair. Will need an annual SMART goal.	
Loss of members	Jasper Memorial ceased Maternity services, Memorial Hermann Pearland ceased Maternity services, UTMB League City moved campus to Clear Lake putting them in SETRAC	informational	None needed
RAC purchases	Board willing to purchase 1 Noelle doll to share amongst 6 hospitals. Anticipate 9-10K cost with the stipulation that the Perinatal committee offer education to prehospital and ED providers; discussed which facilities would be responsible for	Committee felt that this purchase would not be the best utilization of resources for the efforts and impact. Discussed other options for RAC spending and came up with evac sleds for Maternal patients that have epidurals/spinals to aide in	Kelli will reach out for quotes. 3/10/2020 – no action at this time

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	housing and maintaining the doll	evacuations during disasters.	
Maternal survey	In St. Elizabeth's maternal survey, a deficiency noted pertaining to the RAC was that MMD collaborate with other MMDs in that RAC/PCR	The committee shares same concerns regarding proximity of meetings and availability (or burden) of the MMDs being away from their hospitals. Plan to reach out the SETRAC to see if they would be willing to assist in collaborating with other MMDs; could also work on a Skype meeting for the 6 MMDs if needed	Kelli to reach out to SETRAC - email sent to Dr. Weisoly 1-13-20
Co-Chair vacancy	Nominations were made by the committee after each maternal member addressed the committee, the committee nominated Christa Breaux to fill the vacancy. It was brought to the committee's attention that both chair positions were from the same facility. The Chair was concerned of potential issues with this fact going forward, the committee determined that	Christa Breaux accepted the nomination and the committee submitted paper votes to unanimously vote Christa to this position.	Kelli provided Jeff with the new position. CLOSED - will removed from minutes after March 2020.

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	currently Christa was the most knowledgeable of the rules and standards and was best for the position.		
Maternal Board vacancy	Same as above	Same as above	Same as above.
Medical Director involvement	In CHRISTUS St. Elizabeth's maternal survey, it was highlighted that the Medical Director did not participate in the RAC, the suggestion was that the Medical Director be the Chair. With the dynamics of the committee and the location of the meeting the committee members agree that having the Medical Directors as the Chair would cause some undue burden on the Medical Directors who are typically community physicians that need to be close to the hospital for patient care.	Kelli reached out to Dr. Weisoly, the Perinatal Chair for SETRAC for assistance with offerings for the medical directors. SETRAC does not web-cast their meetings in an effort to ensure face-to-face collaboration. Our goal is to send a survey monkey to the Medical Directors to determine what their preferences are for meetings. Plan to do this by April-May.	Kelli to develop Survey Monkey and distribute
Education	Committee member was unable to attend last AIM Teamwork,	CHRISTUS Southeast Texas Educator attended committee meeting and presented education.	None needed - see attached slides.

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	<p>Communication, and Simulation Course.</p> <p>Chair offered Educator to present what was learned to the committee</p>		
Open discussion	None		
RAC project	<p>Potentials: Antibiotics within the 1st hour, admit temperatures, vital signs frequency, hours of age vs hour of admit.</p> <p>What do we want to do as a RAC to create standards?</p> <p>Maternal to NICU handoff, communication tools, look at the barriers of both sides.</p> <p>Delivery room documentation during resuscitation create a tool for documentation with a debrief section.</p> <p>Two pages, one as part of the medical record, one for</p>	<p>Committee members research on what is the optimum time to obtain temperature.</p> <p>Best Practices for Maternal-Neo communication tools-future project with input from maternal partners.</p> <p>Facilities to present temp findings at next meeting.</p> <p>12/19 - no current projects in process, currently utilizing our time to discuss upcoming events and assist each other in survey/designation preparedness as well as QAPI</p>	All-OPEN

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	the chart reviewer with the debrief.		
Adjournment:	1455	Next Meeting:	6/9/2020

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