

OUT PATIENT MEDICAL  
“INFUSION CENTER”  
PLANNING  
November 16 & December 8, 2010  
AGENDA:

1. History:

- a) Overflow of infusion patients being cared for on the In Patient Units
- b) Merger of cancer physicians
- c) Closing of Dr Corbet’s infusion center

2. Plan:

- a) Move to 10<sup>th</sup> floor South end utilizing rooms 1020-1028 with combination of infusion chairs and beds.
  - 1018-2 chairs for port access
  - 1020-2 chairs for infusion
  - 1021-3 chairs for infusion
  - 1022- 2 chairs for infusion
  - 1023- 2 chairs for infusion
  - 1024-1028- beds
- b) Open Monday-Friday 0730-1730
- c) Open Saturday 0800-1630 (on call initially)
- d) Open Sunday 0800-1630 (on call initially)
- e) Plan to be there by December 13, 2010 to start accepting patients from cancer center.
- f) Plan to move Friday December 10, 2010 in the afternoon. No patients after 1100, will complete patients already started.

3. IT:

- a) Computers (WoW's)-need them
- b) Move fax computer(s)
- c) Phones-will be moved

4. Maintenance:

- a) Check on working condition of stuff
- b) Call lights? We might need more than 2 per room can we accomplish that?
- c) Signs designating the unit-Nick came by and this is in the process
- d) Security of the floor-access to W elevators during business hours as well as south elevators for delivery of supplies etc
- e) Look at possibility of moving small TV-patient satisfier
- f) Is tube system fixed?

5. EVS:

- a) Clean rooms to include chairs etc
- b) Help with moving of other equipment from warehouse or SFHC
- c) Provide house keeper daily
- d) Can we have access to cleaning closet and limited supplies during the day?

6. Central Scheduling:

- a) Will continue to schedule and register as we are doing currently.

6. Supply Chain:

- a) Stock infusion supplies
- b) Help to locate needed beds, IV poles, more infusion chairs, desks
- c) Get with Shari on any additional needed supplies

- d) Will be getting/checking on status of Supplemental cart

7. Pharmacy:

- a) Process
- b) Chemo therapy hood
- c) Can we use the pyxis there now?
- d) Sent list of medications needed in pyxis
- e) Bill & Mike in the process of looking at license for IC to have profile station
- f) Bill & Mike want future patients to be recurring

8. Staffing:

- a) We currently have 2.7 FTE to include 3 RN's at various FTE
- b) Will put in DWC request for Unit Secretary II
- c) Got approval for Unit Secretary and 3 more nurses.
- d) Have Allison from SFHC coming to help until we hire someone.

9. Finance:

- a) Are we set up for proper reimbursement of medications?
- b) Separate cost center-147267
- c) Have set up charges