

Queen's University Department of Family Medicine
Joint Health and Safety Meeting
Minutes

INFORMATION FOR MEETING:

Monday March 8, 2021
12:15pm

	Item	Action or Information
1.	Approval of the Agenda Motion from the chair to approve the agenda, approved by Eszter Papp, seconded by Laura McDiarmid.	Approved
2.	Approval of the Feb 21, 2021 Minutes Motion from the chair to approve the minutes from Feb 21 st , approved by Jenn McDaid, seconded by Eszter Papp.	Approved
3.	Review of Action Items INR Saniwipes Vanessa Patterson reported that she followed up with Steve Coates, Supply Clerk, about the Saniwipe supply in the INR clinic. The wipes are ordered through the supply clerk, not through housekeeping, and the supply clerk advised Liz Hughson, INR nurse, where they are stored in the building.	Information
4.	Health & Safety Inspections Vanessa Patterson reported that Health and Safety Inspections are resuming. She and Liz Hughson will be conducting one this week.	Information

<p>5.</p>	<p>COVID Update</p> <p>Vanessa Patterson reported that we are maintaining status quo in the department. Staff are working from home when possible with manager approval. Clinic staff have been working on site 5 days/week since July. Lynne McQuarrie noted that there seem to be more patients wanting to be scheduled in clinic and inquired about whether this should be addressed or left alone for now. Jen MacDaid, clerical supervisor, clarified that in person appointments should be approved by the MRR or MRP and indicated she could address this again with clerical staff, if needed. Jen MacDaid noted an increase in angry and aggressive patients and that several incident reports have been submitted. She went on to say that clinic staff are working with the physicians whose patients have become aggressive. She will follow up with Dr. Hall-Barber, QFHT Lead, with respect to the scheduling of patients virtually vs in person.</p> <p>Vanessa Patterson suggested some refresher training for clinic staff on dealing with aggressive patients and Jen MacDaid agreed this would be helpful. Vanessa Patterson will inquire about training and Jen MacDaid will inquire about interest in this training from those on the clerical team.</p> <p>Discussion ensued on the COVID vaccine, its availability, the restrictions surrounding it, and frustration regarding the lack of information.</p> <p>From the Education department, CaRMS has started. More people are coming into the office to assist with interviews. Laura McDiarmid, Manager of Education, asked about a refresher on the office rules as some items are unclear. Vanessa Patterson agreed to circulate an email to all staff regarding COVID office protocols.</p> <p>Vanessa Patterson advised the group that Allen McAvoy is leaving the department and that his department should not have an impact on this committee. She noted that she will likely assume some responsibility for the Haynes Hall building until Allen McAvoy's replacement is hired.</p> <p>It was noted that not everyone was aware of Allen McAvoy's departure. Vanessa Patterson indicated she would follow up with Allen McAvoy on communication of his departure.</p>	<p>Information and discussion</p> <p>Jen MacDaid to follow up with Dr. Hall Barber re scheduling protocol of patients virtually vs in person.</p> <p>Vanessa to investigate training for staff in dealing with aggressive patients.</p> <p>Vanessa to circulate COVID protocol rules.</p> <p>Vanessa to follow up with Allen McAvoy regarding communication of his departure.</p>
-----------	---	---

	<p>Vanessa Patterson reported that there is a delay with scheduling ergonomic assessments. Once the Kinesiology department has confirmed protocols for conducting assessments, they will start scheduling them again.</p>	
--	---	--