

# Beaumont Health

**Team:** Surgical Services Leadership

**Date:** Thursday December 15, 2016

**Leader:** Linda Witt

**Attendees:** Linda Witt, Derek Foreman, Kirk Sledzinski, Stewart Schumacher, Denise Duby, Time: 1130-1230

Clay Vandenbussche, Ruth Roberts, Ruth Pinto-Cieslak, Kathleen Vandelinder, Kathleen

Kastner, Deborah Lawrence

**Recorder:** Stacey Frazee

Agenda	Discussion	Follow up
Call to Order: 11:30 am	Minutes approved	None
Linda Witt	<ul style="list-style-type: none"> <li>Derek OR Manager Duties- He will still be a part of the interview team. Oracle access is taken away. Duties will be shared amongst SS Leaders (Linda, Stewart, Kirk, and KV).</li> <li>24/7 Accountability with staff.</li> <li>Staff relocation- Ruth Roberts and Ruth Pinto-Cieslak to possibly be moved to basement.               <ul style="list-style-type: none"> <li>If we can find a place for Trauma supervisor then we could move Dr. Price to that office and move both Ruth's to Dr. Price's office.</li> <li>Cave has 6 seats available.</li> </ul> </li> <li>Joint Commission Mock Survey-               <ul style="list-style-type: none"> <li>Dust, closing Sani wipes problems hospital wide</li> <li>APS pre-screening getting us in trouble</li> <li>Staff beverages in pt kitchen</li> <li>Calcium build up on Ice/Water machine</li> <li>PACU IV Bags out of wrap needs to be dated and stored properly</li> <li>Surgeons not writing blood loss in patient charts</li> <li>Needs to be a note placed with patient when put in Isolation.</li> </ul> </li> </ul>	Stacey to put in work order for machine
Kirk	<ul style="list-style-type: none"> <li>Staff updates:               <ul style="list-style-type: none"> <li>Mandy is increasing hours</li> <li>Kathy McLaren decreasing to .6</li> <li>1 FTE open</li> <li>3 CRNAs going LOA</li> </ul> </li> <li>Saturday Cases December 17- Dr. Price wants 3 rooms run and a backup call team.</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Most cases will be done by 3:00pm</li> <li>➤ Pacu has one volunteer to work from 12-4pm.</li> <li>➤ Blocking 2 hours during the day to do lunches.</li> <li>• Monday is a very busy day with 12 sites after 3pm and 7 rooms after 5pm.</li> <li>• Would like weekend on-call admin employee put on the white board behind the control desk.</li> <li>• Still looking for commitment from staff for 3pm-7pm to work during week. Staff are burnt out.</li> </ul>	Stacey to write On-call admin on white board Linda to set meeting with Rick in January to get more staff.
Derek	<ul style="list-style-type: none"> <li>• Staff updates:               <ul style="list-style-type: none"> <li>➤ 2.6 Surg Tech open</li> <li>➤ .9 RNs Filled.</li> <li>➤ 2 CSFTA</li> <li>➤ Pam is gone needs to post and re-interview. Carrie to transition into Pam's position. Need to fill Carries contingent positions.</li> </ul> </li> </ul>	None
Stewart	<ul style="list-style-type: none"> <li>• Staff updates:               <ul style="list-style-type: none"> <li>➤ 1 new contingent starting December 19 Kelsie</li> <li>➤ Leigh contingent starting in January</li> <li>➤ Angie Strochine cutting back hours. She received a new job but will still help out here.</li> <li>➤ Tech position open still waiting to be able to post job.</li> <li>➤ Laura retiring January 15 but moving to contingent.</li> </ul> </li> </ul>	Linda to follow up on why tech position was not posted.  Stewart to post Laura's position and hire.
Deb	<ul style="list-style-type: none"> <li>• Midnight person is working out good.</li> <li>• No current open positions</li> <li>• Need a data tech. Clay to help out with Data.</li> </ul>	Deb to write out justification on why a data tech is needed.
Open Forum	<ul style="list-style-type: none"> <li>• DD- APS calling patients too soon on when to arrive. Kirk and DD finalize changes and times at 3:00pm.</li> <li>• Cave needs to know who to call and who not to call.</li> </ul>	None
Adjourned: 12:30 pm		None
Next meeting:	<b>Wednesday, January 11, 2017</b> <b>1300-1400</b> <b>Café Conference Room</b>	

**Whitney, Randy**

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**From:** Brown, Susan  
**Sent:** Monday, January 09, 2017 10:55 AM  
**Subject:** Daily ops-Update

Effective 12/19/16, [REDACTED] has stepped down from the OR Administrative Nurse Manager role and will re-assume his former position as OR Staff RN. Please direct OR inquiries to either Kathleen Vandelinder, Associate Nurse Manager, or to myself.

Thank you,

**Linda Witt, RN, BSN, MA, ONC | Director, Surgical Services**  
Beaumont Hospital – Grosse Pointe  
468 Cadieux | Grosse Pointe | MI | 48236  
P: 313-473-1729 | Cell: 586-604-4908  
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**Beaumont**



Witt, Linda

Day to Day Operations

**From:** Witt, Linda  
**Sent:** Friday, December 16, 2016 2:57 PM  
**To:** Golda, Dorota; Schoeb, Gwendolyn; Golida, Damus P  
**Cc:** Vandelinder, Kathleen  
**Subject:** PLEASE

It is everyone's responsibility to help ensure that procedures get started (hence, room turnover) in a timely manner. Don't wait to be called. Please be pro-active in helping to ensure everything moves along in a timely manner. I've been hearing a lot of complaints from surgeons regarding room turnover time. Please be a part of the solution.

Thank you,

Linda Witt, RN, BSN, MA, ONC | Director, Surgical Services  
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