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| **Figure 6.3** | | **Medical Executive Committee Meeting Notes** | | |
| CALL TO ORDER: at [Time] by [MEC Chair] PRESENT:  EXCUSED:  GUEST: Laboratory Director  STAFF: Administration: [Representative]  Medical Staff Services: Director, medical staff services MINUTES: Minutes of the previous meeting were approved as written. | | | | |
| **AGENDA ITEM** | **DISCUSSION/**  **CONCLUSION** | | **RECOMMENDATIONS/**  **ACTION** | **FOLLOW-UP** |
| GUEST FORUM |  | |  |  |
|  | Transfusion services have been changed to reflect new American Red Cross donor standards. This change will likely result in reduced availability of AB plasma products. It has been rec- ommended that a transfusion service  committee be implemented. | |  |  |
| NEW BUSINESS |  | |  |  |
| Credentials Com- mittee Referrals | Initial request for medical staff member- ship and clinical privileges, Category 1 | |  | Refer to board |
|  | Change in Status:  To community: Dr. A  To Inactive: Dr. B and Nurse  Practitioner C | | Recommend approval | Refer to board for information |
|  | FPPE Complete: Dr. G | |  | Refer to board  for information |
|  | Privilege Form Revisions: Surgery | | Approved | Refer to board |
|  | Requests for Additional Privileges: Drs. O and P have completed the course for hyperbaric medicine and have applied  for these privileges. | | Approved | Refer to board |

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| **Figure 6.3** | | **Medical Executive Committee Meeting Notes (cont.)** | | |
| **AGENDA ITEM** | **DISCUSSION/**  **CONCLUSION** | | **RECOMMENDATIONS/**  **ACTION** | **FOLLOW-UP** |
| Pharmacy and Therapeutic Com- mittee Rules and  Regulations | The P&T Committee has reviewed the rules and recommends no changes. | | Approved | Refer to board |
| Dr. F |  | |  |  |
| H&P Revision By- laws and Rules  Dr. I | Change medical staff rules on H&Ps to state, “The midlevel provider may perform an updated H&P required for a procedure when the midlevel will be present for the preprocedure timeout and during the procedure.” | | Approved | Send electronic vote to general medical staff. Change medical staff rules once bylaws change is approved. |
|  |  | |  | Review and revise site-mark- ing policies as needed to allow midlevels to per- form that task under the same circumstances as the H&P update. |
| REPORTS |  | |  |  |
| Medical Staff | Offer critical accountability training to | | Investigate shorter train- | Report in May |
| President: Dr. F | physicians and staff as a way to change | | ing course. Begin with | (Dr. A and |
|  | hospital culture. | | employed physicians and | administrator). |
|  |  | | those who volunteer. |  |
| Medical Staff Vice  President: Dr. E | ICD-10 is being pushed back. The  hospital continues preparation. | |  | May |
| ADJOURNMENT: The meeting was adjourned at [time]. Submitted by Director, Medical Staff Services 12-15-19.  SIGNATURE:  Dr. F Date | | | | |