| **Form Summary** | |
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| **Date** | 02/08/2022 |
| **Meeting Chair** | Mojgan Ramezanpour |
| **Minute Taker** | Rebecca Kirow |
| **Meeting Attendees** | Tama Cross, Mehrnaz Azad, SaraChambers, Laurie Hintzen, Maryam Rahimi-Chatri, Martha de Boer, Krista Nix, Jamila, Sanaz Kama |
| **Minutes of Previous Meeting Approved** | Approved |
| **Minutes approved and seconded by** | Tama Cross, seconded by Mehrnaz Azad |
| **Meeting Topic** | Durham Clients |
| **Speaker(s) and Narrative** | Mehrnaz reported a number of Durham Region clients seeking care similar to the Markham-Stouffville Hospital's Early Discharge Program during intake appointments. As of now, no program in Scarborough though it has been proposed by Tama Cross at MCH meetings in the past, with hesitation from paediatric staff. Development of this program by Diversity was tabled to another meeting after rich discussion about funding, where to fill needs. Due to number of requests, a suggestion was made by Sara Chambers to make a video that shows the scope of midwifery care. Jamila will speak with IT to see if video could be posted on a confirmation of intake form reply email, and ensure a reply email is possible to snd. Krista, Freya, Sara, & Laurie will be the video development committee and bring an update to next meeting. Sanaz will ask niece about shooting and editing the video. |
| **Decision Status** | Final Decision |
| **Meeting Topic** | System to Manage Roster/Booking Clients |
| **Speaker(s) and Narrative** | Mehrnaz and Sara to develop a system for organising and managing the roster, how clients are booked along with admin. Maryam will join as a representative from Team B. |
| **Decision Status** | Final Decision |
| **Meeting Topic** | Equipment Calibration |
| **Speaker(s) and Narrative** | Laurie proposing a date for equipment calibration to be conducted for all midwives' equipment. Jamila will be given a number to contact a company to calibrate equipment and arrange a date for service. |
| **Decision Status** | Final Decision |
| **Meeting Topic** | Practice Meeting Time |
| **Speaker(s) and Narrative** | Maryam proposing an earlier or later PM time as it is in the middle of clinic day. Proposed new time is 0930 to match with department meeting time. Group is all in agreement with new proposed time. |
| **Decision Status** | Final Decision |
| **Meeting Topic** | EPIC/Accuro Updates |
| **Speaker(s) and Narrative** | Tama working with SHN to facilitate credentials for admin, they need SHN emails to use software. Still working on getting EPIC into the clinic to book Rhogam, NSTs, etc but process is the same for ow. Laurie to give Tama Peter (IT)'s contact info so that EPIC IT can speak directly with Diversity's IT and needs.  Freya gave update on Accuro. Working on coordinating getting Accuro set up on personal devices for training, with training in the last week of March and first week of April. Monday/Tuesday will be full 9-5 and the other days will be trying to use Accuro for running clinic days with support from the trainer, who is dedicated to availability for our team the full two weeks. Laurie will provide update after speaking with Peter about equipment that will be needed in the room. |
| **Decision Status** | Final Decision |
| **Meeting Topic** | COVID Update |
| **Speaker(s) and Narrative** | ICU numbers are going down, as are general numbers of COVID cases. Tama still having early morning meetings. Visitor policy update was sent out, the highlight is that if someone is not vaccinated, the clerks wants to be aware. A form will be given to folks upon registration as a declaration of vaccination status. Unvaccinated support folks will have to stay in the room and leave 6 hours after birth. If a COVID positive person comes to the unit as an active case, the support person MAY NOT be someone who needs to be isolated. Still working on how to add midwives to standing order/medical directive- for now just put under provider on call nd inform them of doing the swab. Tama to ask Jamila to print a copy of the visitor policy letter to be given to clients in the hospital packages or at appointment if close to term. Will also be posted on social media. Sanaz has been uploading useful information from Tama's emails to the COVID Trello Board. |
| **Decision Status** | Final Decision |
| **Meeting Topic** | Case Review |
| **Speaker(s) and Narrative** | Reviewed Case from Team A, review for Team D deferred. |
| **Decision Status** | Final Decision |
| **Meeting Topic** | Deferred Items |
| **Speaker(s) and Narrative** | Ultrasound list update |
| **Decision Status** | deferred to next meeting |