



# Hôpital général de Nipissing Ouest West Nipissing General Hospital

725, chemin Coursol Road, Sturgeon Falls, ON P2B 2Y6

## BOARD OF DIRECTORS

Monday, October 28<sup>th</sup>, 2024 at 18:30 (Boardroom / Zoom)

- MINUTES-

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Present:

Barry Bertrand, Chair  
Fern Crépeau, Treasurer  
Ginette Gagnon  
Kimberley Lachapelle-Palamar  
Dr. Ben Lalonde\*  
Dr. Yves Vaillancourt\*  
Richard Beauchamp\*  
Shelli Fielding Levac\*  
Steffi Wittmaack\*  
Jani Seguin, guest  
Megan Lacelle, Recorder\*

Regrets:

Jamie Restoule, Vice-Chair  
Chris Wielusiewicz  
Renée Ragnitz  
Robert Sutherland  
Joan McLeod Shabogesic

### 1. Call to Order

The meeting was called to order at 18:33 hours.

### 2. Land Acknowledgement

The Chair noted that we would like to acknowledge that this meeting is being held on the traditional lands of the Nipissing, Temagami and Dokis people and we pay our respect to the elders both past and present.

### 3. Education Session/Presentation: Clinical Education

Jani Seguin, Clinical Nurse Educator, presented an educational presentation regarding the clinical education that she provides to the WNGH clinical staff. Jani presented the following:

- Mission, Vision and Values
  - She would like to grow with the organization
  - Support, empower and coach the staff
  - Positively impact the services WNGH offer to the community
  - Meet the communities growing needs
  - Provide and encourage others in providing high quality care
  - Use scientific based evidence to guide best practices
  - Value respect, teamwork, integrity and positivity
  - Encourage critical thinking, unique perspectives and ambitions
- Mandatory Education (Not all mandatory education for WNGH employees are listed. These are the mandatory education topics that Jani instructs or assist in organizing)
  - Basic Life Support (BLS)
  - Advanced Cardiac Life Support (ACLS)
  - Pediatric Advanced Life Support (PALS)
  - Canadian Triage Acuity Scale (CTAS)
  - Non Violent Crisis Intervention (NVCI)
  - Gentle Persuasive Approach (GPA)



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- Safe Client Handling (SCH)
- Safe Hazardous Drug & Waste Handling
- Self-Guided E-Learning
- Ongoing Education
  - Orientation
  - Existing and new equipment
    - New stretchers
    - New beds
    - Accu Vein
    - Bladder Scanner
    - IV pumps
    - CADD pumps
    - Telemetry
    - ECG
    - And much more
  - Electronic Medical Record Systems and Patient Charting System (Meditech Expanse & Point Click Care)
  - Nursing duties and skills
    - Central Venous Access Devices (CVAD) care and maintenance
    - Peripheral Intravenous (PIV) access, care and maintenance
    - Falls
    - Restraints
    - Wound Care
    - Ostomy Care
    - Documentation
    - And much more
  - New processes
  - Updates to best practices
- How they choose education topics
  - Audits
  - Incident reports
  - Nurse concerns
  - Patient concerns
  - New data
  - New equipment
  - Community needs
  - Legislation and requirements
  - As a team
  - Prioritization
- Accreditation
  - Accreditation Canada's programs assess organizations against standards developed by Health Standards Organization, International Standards Organization and others. In most cases, the standards are designed in partnership with providers, patients and policy makers. Mandatory education is essential to meeting the Accreditation Canada standards and high-impact



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assessments. These standards drive and inspire us to make positive changes to improve the quality of education and health services in our organization.

- Education Challenges
  - Staffing
  - Staff retention
  - Influx of new grad nurses
  - Understanding what motivates the staff
  - Different learning styles
  - Staying current
  - Resources
  - Equipment
  - Communication
  - Patient surge capacity
- How Jani and her team are addressing these challenges
  - Update the orientation program
  - Trial new education methods
    - Skills lab
    - Education on wheels
  - Implement multiple delivery methods
    - In person
    - Virtual
    - Follow-up
  - Communicate with the team
  - Utilize various communication methods
  - Collect feedback
  - Utilize community partners
  - Outsource education and equipment
  - Participate in relevant webinars
  - Stay up to date with other organizations
- Living Classroom
  - This is a Canadore College Personal Support Worker (PSW) course
  - Seven international PSW students
  - Learn in class and then practice skills
  - Become comfortable with patients and familiar in the hospital setting
  - Opportunity to help students become exceptional PSWs
  - Opportunity for recruitment
  - Allowed WNGH to create a new education room
  - Designated space and equipment
- Goals
  - Improvement
  - Spark Change
  - Quality Patient Centered Care
  - Integrity
  - Motivated
  - Clinical Excellence
  - Research



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- Development
- Innovative

#### 4. **Declaration of Conflict of Interest / Declaration of Pecuniary Interest**

No conflicts of interest or pecuniary interest were declared.

#### 5. **Approval of Consent Agenda**

The consent agenda for the Board of Directors meeting of October 28, 2024 was accepted but not approved due to lack of quorum.

#### 6. **Approval of Regular Agenda**

The regular agenda for the Board of Directors meeting of October 28, 2024 was amended to include:

- Item 9.1 – Emails
- Item 9.2 – Pictures on Access Cards
- Item 9.3 – Website
- Item 9.4 – Meeting Room for November Board Meeting

However, it was not approved due to lack of quorum.

#### 7. **Regular Agenda**

##### .1 President & CEO Update

Richard Beauchamp introduced himself as the new interim President & CEO. Richard shared the following as his biggest concerns since arriving at WNGH:

##### **Physician Staffing in the Emergency Department**

- Weekly challenges for physician staffing in the Emergency Department (ED).
- Have nearly reached an ED closure several times due to physician staffing shortages.

##### **Financial Challenges**

- Richard is concerned about the 3 year financial deficit.
- Steffi Wittmaack spoke to the Vice-President at Ontario Health Association (OHA) and they provided information that there was a \$2.6 billion (approximately 7%) deficit in the first quarter in Ontario Hospitals.
- Steffi suggested that the next Chief Financial Officer (CFO) runs a benchmarking exercise to look at WNGH's financial efficiency.

##### .2 Chief of Staff Report

Dr. Ben Lalonde shared with the Board the following:

- Physician staffing issues are ongoing. The local physicians have been provided availability to keep the ED open to the best of their abilities.
- The Family Health Team has proposed a possible solution regarding their agreement and will be contacting Dr. Lalonde next week.
- There is possibly two new physicians coming in the next two years.



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- Due to the sprinkler project, the Emergency Department will move to the Operating Room for 6-8 weeks commencing in January. The Board would like lots of communication to go out to the community.
- .3 Medical Advisory Committee Recommendations – September 17 & October 15, 2024  
The Medical Advisory Committee Recommendations of September 17 & October 15, 2024 were not approved due to lack of quorum.
- .4 Finance Update  
Barry Bertrand thanks Steffi Wittmaack for her time and work as Chief Financial Officer (CFO) at WNGH and wishes her the best in her next role. The CFO update and the financial reports were provided in members' packages for review. Steffi Wittmaack added the following:
- Steffi met with Ontario Health and they had concerns regarding the turnover within the executive team at WNGH. Steffi recommends that WNGH volunteers with Ontario Health to undergo a Performance Evaluation Plan.
  - Steffi suggests that WNGH works with an external consultant such as the company "BIG" for data quality, as this would be a good opportunity.
- .5 Clinical Update  
Shelli Fielding Levac shared with the Board the following:
- ED Temporary Closure Work: The administration team has improved the ED closure protocol to make sure the communication plan and processes are clear. They also created an information binder for the ED nurses to ensure they are aware of their processes during an ED closure.
  - Union Bargaining: They are currently in negotiations with the local CUPE.
  - Long Term Care (LTC) Beds Loss Mitigation Planning: They are exploring other options internally to avoid closing 14 beds on March 31<sup>st</sup>, 2025 due to the loss in funding. Steffi noted that this loss of funding may potentially claw back base funding.
  - Influenza Vaccinations for Staff: The Influenza vaccine will be given to staff on October 29<sup>th</sup>.
- .6 Establish and Approve Board Goals for the year – **DEFERRED**
- .7 Review Corporate Communication Plan  
The Corporate Communication Plan was included in members' packages for review.
- .8 Review Policies  
The policies included in the package of the meeting of the Board of Directors of October 28, 2024 were not approved due to lack of quorum.
8. **Correspondence – NONE**
9. **Other**



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.1 Emails

Barry Bertrand would like to use a hospital created email rather than personal emails due to the level of confidentiality of some emails. The Information Technology team had informed Richard that there is only a certain amount of email licences and that they are close to exceeding that amount.

.2 Pictures on Access Cards

Barry Bertrand reminded all Board members to get their pictures taken on their access card.

.3 Website

There was a discussion regarding the website. It was discussed that the website looked out of date, Megan Lacelle explained that she has looked into other website companies, however they are costly. Megan explained that she can add any information the Board may want to add.

.4 Meeting Room for November Board Meeting

The sprinkler project will be moving to the administration department November 4<sup>th</sup> for approximately 3 weeks. There was a discussion regarding the November Board meeting and where it will be held. Barry will explore options and let the Board know.

## 10. **Adjournment**

The Meeting Effectiveness Survey will be provided to members via Survey Monkey.

Due to lack of quorum, there was no motion to approve the adjournment, however the meeting adjourned at 20:05 hours.

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Barry Bertrand, Chair

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Megan Lacelle, Recorder