








Date: May 12, 2023
 Time: 1:00pm-2:30pm
 Location: HMFHC Meeting Room #02-230
 Invited: Debbie Derouin, Marianne Fletcher, Tam Gallagher, Melissa Cummins, Sarah James, Leslie Motz, Justine Boyd, Sara Pereira, Emma Hillman (recorder), Emma Cullen Shaw
 Managers: Theresa Ferrari, Jennifer Smyth, Amar Singh
 Absent:

Item	DESCRIPTION
1.0	Call to order
2.0	Approval of Agenda
3.0	<p>Approval of Previous Minutes:</p> <p>April HAC Minutes</p>  <p>HAC Minutes - April 2023.pdf</p>
4.0	<p>Outstanding Items/Action Items:</p> <p><u>ACTION:</u> Sara to connect with IT in the fall (October/November) regarding the online workload form and process</p> <p><u>ACTION:</u> Payroll to provide RN/RPN Ratio Data – <i>Completed</i></p> <p><u>ACTION:</u> Finance to provide Q4 Agency Usage Report – <i>Completed</i></p>
5.0	<p>Ongoing/Standing Agenda Items</p> <p>5.1 – Article 10.11, 10.12 & 10.16</p> <p>10.11 (d) Outside of BU</p> <p><i>When applicable</i></p> <p>10.12 (c) Agency</p> <p><i>Provided by Finance Quarterly</i></p> <p>- <i>Q4 due April 2023 – Sent April 21</i></p> <p>10.16 (b) Vacancies Filled, Rescinded, Unfilled</p> <p><i>Provided monthly – Sent May 5</i></p> <p>10.16 (d) RN/RPN Ratio Date</p> <p><i>Provided by Payroll semi-annually on March 31 and September 30</i></p> <p>- <i>Next report due September 30, 2023</i></p>

	<p>17.8 EI Rebate</p> <p><i>Provided by Finance following first pay in April – sent April 11</i></p> <p>5.2 HAC Trends</p> <p>5.3 IWA Forms On-Line Update</p>	
6.0	<p>Workload Forms</p> <p>6.1 7S – Amar Singh</p> <p> PDF</p> <p>March 31 - 7S Workload.pdf</p> <p>Amar Singh – DEFER to June HAC</p> <p>6.2 Oncology – Jenn Smyth</p> <p> PDF  PDF</p> <p>April 12 - Oncology Workload.pdf April 18 - Oncology Workload.pdf</p> <p><i>Jennifer Smyth attended to speak to Oncology workloads</i></p> <ul style="list-style-type: none"> - Situation has resolved itself since. At the time of the workload 2 RFT employees were off on sick leaves, one sick call - Nurse to patient ratios were appropriate – did not count the nurse on orientation as part of the ratio on workload (3:4 ratio) - Was not notified on day of that a workload would be submitted, no concerns brought to Manager <p>Recommendations:</p> <ul style="list-style-type: none"> - Union proposed consideration to bring on RPT position - No current opportunity to bring on a part-time line <p>6.3 ICU – Theresa Ferrari</p> <p> PDF  PDF  PDF</p> <p>April 4 - ICU Workload.pdf April 19 - ICU Workload.pdf April 21 - ICU Workload.pdf</p> <p><i>Theresa Ferrari attended to speak to ICU workloads</i></p> <ul style="list-style-type: none"> - Sick calls that were unable to be replaced by agency and staff - Census did not provide any risk to patient care - Manager was not informed of the workloads at the time they were submitted - Written response provided for all 3 workloads 	<p>Amar Singh @ 1:00 Deferred</p> <p>Jenn Smyth @ 1:05</p> <p>Theresa Ferrari @ 1:15</p>

7.0	New Business No new Business	
8.0	Review of Action Items from this Meeting:	
9.0	Adjournment	
NEXT MEETING: June 9 , 2023		