

Agenda for the 12:45 p.m., Friday, June 13, 2014
Special Meeting of the
Ad Hoc Committee on Standards, Practices and Procedures of the
Oklahoma State Department of Health Relating to Nurse Aides
of the
Long Term Care Facility Advisory Board
Posted at www.health.ok.gov
Oklahoma State Department of Health
1000 NE 10th Street – Room 1102
Oklahoma City, OK 73117-1299

FINAL AGENDA POSTED 24 HOURS IN ADVANCE OF MEETING

1. Informal Greeting 12:45 p.m.
2. Call to Order, Welcome and Introductions 1:00 p.m.
3. Review of Ground Rules for Ad Hoc Committee Discussions
4. Review of Meeting Notes from May 8, 2014
5. Description of Current State: Review of Updated and Corrected Process Map for Nurse Aide Registrations, Investigations and Registry Notations
 - a. Overview of revised process map by State Health Department staff
 - b. Small breakout group brainstorming discussions on the current process, to gather ideas to complete the process map:
 - i. Are the important responsibilities (lanes) and steps identified on the map?
 - ii. Are the potential failure points identified on the map?
 - c. Reports from the small breakout brainstorming groups and recording of ideas
 - d. Ad Hoc Committee discussion of the ideas generated by the small groups, and large group agreement on process map to be used for next steps of the improvement project
6. Description of Current State: Review of Sample Data
 - a. Overview of case numbers and time data by State Health Department staff
 - b. Small breakout group brainstorming discussions on data, to gather ideas on these questions:
 - i. What should the baseline measure be?
 - ii. What should the measurable objectives be?
 - c. Reports from the small breakout brainstorming groups and recording of their ideas

- d. Ad Hoc Committee discussion of the ideas generated by the small groups, and large group agreement on process map to be used for next steps of the improvement project
7. Review of Draft Ad Hoc Committee Charter
- a. Overview of draft Ad Hoc Committee Charter by State Health Department Staff
 - b. Small breakout group brainstorming discussions on the draft Charter, to gather ideas to complete the Charter:
 - i. Is the draft goal a clear statement of the general end purposes for which The Ad Hoc Committee's efforts are directed? Is it a sufficiently broad statement with a focus on long-term results? If not, how should the goal be changed?
 - ii. Regarding the AIM Statement:
 - 1. How would the group describe or characterize the current state of the process (that is, what is the starting point for the improvement project)?
 - 2. What are the important problems to be solved, or key accomplishments needed, to reach the goal?
 - 3. What is(are) the measurable objective(s) for the project?
 - c. Reports from the small breakout brainstorming groups and recording of ideas
 - d. Ad Hoc Committee discussion of the ideas generated by the small groups, and large group agreement on process map to be used for next steps of the improvement project
8. Discussion of New Barriers and Critical Questions
9. Discussion of Draft Task List and Next Steps to be addressed in the improvement project
10. Establishment of Additional Meeting Date(s) for the Ad Hoc Committee
11. Adjourn