

# How to Run a Meeting

Presented by the CTN PI Subcommittee



Thank you!

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- Sheri Alvarado
- Sherrie Peckham
- Stephanie Vega
- Christine Dummer
- Christal Villanueva
- Heather Estrada



# Volunteers Needed

- Radiologist
- Orthopedic surgeon
- Neurosurgeon
- Emergency room physician
- Four trauma surgeons



# Subpar Care Hospital

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Multidisciplinary Trauma Peer  
Review Committee

April 14, 2023

# Case Presentation

- 26 yo gentleman who was driving on I70 when a pack of wolves that had escaped from the zoo invaded the freeway causing a multi-vehicle traffic accident. Extrication was required. The patient had obvious open fracture of the left femur. On arrival, trauma activation was initiated. X-rays performed. Patient was taken to CT. Antibiotics were given > 60 minutes after arrival. The orthopedic team arrived timely.
  - Patient was taken to OR > 24hrs from arrival.
  - VTE chemoprophylaxis initiated timely.
  - Worked with PT/OT and discharged to subacute rehab.

# Filters for Review

- Delay to antibiotic administration for open fracture
- I&D for open fracture > 8 hrs from arrival
- Femoral shaft fixation > 24 hrs from arrival



# Findings of Primary Review



# Secondary Review

Case reviewed with TMD Dr. Shrek. 26 yo involved in MVC as previously noted. Recommends review at tertiary with ED team for antibiotic timing and orthopedics for OR timing.

## Additional Actions:

- Review last three months of open fractures for
  - Time to Antibiotics
  - Time to OR



# Secondary Review- Liaisons

- ED Provider Review- Dr. Mighty
- Orthopedic Provider Review- Dr. Bones

# Tertiary Review

- Committee discussion
- Determinations



A silhouette of a cowboy on a horse, swinging a lasso in a circular motion. The scene is set against a warm, golden sunset sky with soft clouds. The cowboy is wearing a wide-brimmed hat and a vest. The lasso is captured in mid-air, forming a large loop. The overall mood is one of focus and determination.

# Getting back on track

Tips and tricks for reclaiming your meeting.



# Set the agenda

- Clear and concise
- Define goals and what you want to accomplish



# Etiquette for an effective meeting

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- Be mindful of time
  - Rectangular or oval table
  - Set positive/productive tone
  - Mobile phones/laptops should not disrupt
  - Take notes and share minutes
  - End with action items



I could run a perfect meeting if I didn't have to have people there!

# The Natural Leader

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- These people are your best friend. Support them!
- Help the meeting to run more smoothly



# The Talker

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- Try to keep them on topic
- Given them attention - talk to them during break times (if applicable) and before meeting begins
- Listen and acknowledge what they have to say, summarize, and move on to someone else
- Ask to quiet down (politely) when necessary







# The Rebel

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- Try to develop trust
- Listen and acknowledge what they are trying to say, but keep moving forward
- Show that you know what you are talking about
- Be open/honest
- Don't be afraid to tackle bad or disruptive behavior

# The Submissive

- Give extra attention at break times/before meeting
- Group approach needs to be inclusive
- Encourage participation
- Express interest and appreciation for their contributions
- Please insert your own mental image here. There are no safe for work images available.

# The Joker

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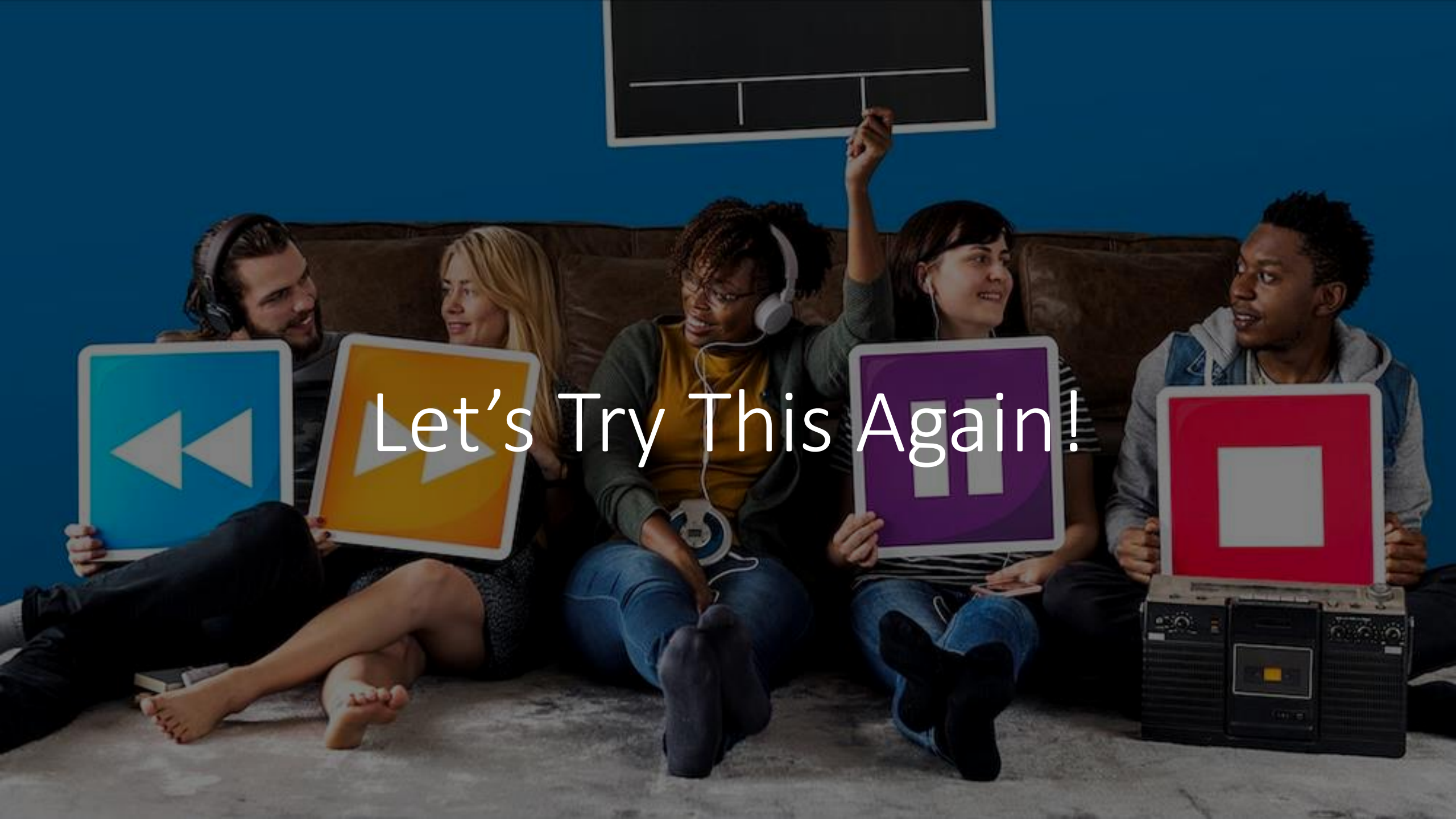
- Make sure the joking is inclusive of group (“with people” and not “at anyone”)
- Steer jokes onto the topic/discussion
- Listen to them and ensure you chat with them before meeting



# The Resistant

- Be clear with message
- Provide details/reasoning, the “why”





Let's Try This Again!



# Best Hospital Ever

Multidisciplinary Trauma Peer Review Committee

April 14, 2023

# Reminders

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- Please review and be mindful of the confidentiality agreement.
- Agenda was sent out electronically prior to the meeting. It is your responsibility to come prepared to speak to your assigned tasks and patient review items.
- Please make sure you signed in to document your attendance.
- Our next meeting will be May 11, 2023.
- Motion to approve agenda and prior meeting minutes



**Agenda**  
**Best Hospital Ever**  
**Multidisciplinary Trauma Peer Review Committee**  
**April 14, 2023**

**Open Items from Prior Meetings**

- Case 589-2023. Concerns with lack of scalpels in two of five trauma rooms. Dr. Know to follow up with ED Director. Action Plan due 4/11/23.
- Case 742-2023. Knowledge deficit- OR call-in team unaware of new process to contact back up specialty surgeons such as ENT and Urology. Dr. Gass to follow up with OR Director and OR Education team. Documentation of Education due 4/11/23. Follow up audit 4/12/23-7/12/23

**Case Presentation**

- Case 852-2023
  - Filters for review
    - Delay to antibiotic administration for open fracture
    - I&D for open fracture > 8 hrs from arrival
    - Femoral shaft fixation > 24 hrs from arrival
  - With secondary review Dr. Shrek requested the following:
    - Last three months of data for time to antibiotics
    - Last three months of data for time to OR
  - Secondary review by liaisons
    - Dr. Mighty
    - Dr. Bones
  - Tertiary review discussion and determinations.
  - Actions plans as needed with assignments of tasks, due dates

**Next Meeting May 11, 2023**



# Quick Note about Minutes

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- Document who was in attendance.
- Not a bad idea to send out a rolling percentage of attendance with meeting reminders.
- Document who was supposed to do what by when. This is how you can hold people accountable.
- Details matter.

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# Data Requested from Secondary Review

- Last three months-time to antibiotics for open fractures (n=22)
  - Average 40 minutes
  - Mean 32 minutes
- Last three months-time to OR for open fractures (n=22)
  - Average four hours
  - Mean three hours and forty minutes

# Secondary Review- Liaisons

- ED Provider Review- Dr. Mighty
- Orthopedic Provider Review- Dr. Bones



# Tertiary Review

- Committee discussion



# Delay to Antibiotic Administration for Open Fracture



Category-Patient, Provider, System



Determination-With or without opportunity for improvement



Actions-

Responsible Person(s)

Due Date



Proof of Loop Closure

# I&D for Open Fracture >8 Hours From Arrival



Category-Patient, Provider, System



Determination-With or without opportunity for improvement



Actions-

Responsible Person(s)

Due Date



Proof of Loop Closure

# Femoral Shaft Fixation > 24 Hours From Arrival



Category-Patient, Provider, System



Determination-With or without opportunity for improvement



Actions-

Responsible Person(s)

Due Date



Proof of Loop Closure

# Summary

- Agenda
- Pre-meet with the problem children
- Hold people accountable
- Don't be afraid to redirect or interrupt/summarize
- Closing moment





Questions? Comments?

# Awards

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