Role of Dementia Committees at the VISN and Site Level

Jack M. Bulmash, MD
COS Edward Hines, Jr. Hospital
Chair VISN 12 Dementia Committee
Know Your VISN Network
Organization of VISN (Network)

Executive Leadership Council

Administrative
- Business Practices
- Capital Management
- Finance
- Emergency Preparedness
- Compliance & Business Integrity

Clinical
- Health Systems
  - Geriatrics/LTC
  - Infection Control
  - Mental Health
  - Pain
  - Pharmacy
  - Primary Care
  - Telehealth
  - Informatics
  - Women’s Health

Quality
- Continual Readiness
- Integrated Ethics
- Customer Service
- Improvement
- Patient Safety
- Risk Mgmt.
- Safety Leadership
- SPD Mgmt

Workforce Development
- Employee Education
- Organizational Health
- EEO/Diversity
- Recruitment, Retention & Rewards
- Veterans Employment

Dementia Committee
Your Charter/Mission
VISN 12 Dementia Committee Charter

- Purpose/Mission
- Processes
- Relationship to other Committees and councils
- Communications
- Decision Making
- Agenda
- Membership
- Meetings
VISN 12 Dementia Committee Charter

Dementia Committee Purpose:

• Provide leadership on issues of dementia care and function as a resource to Health Systems Committee and Executive Leadership Committee.

• Recommend priorities and coordinate efforts to implement recommendations from the September 2008 VHA Dementia Steering Committee report.

• Provide links between the facility dementia committees, the VISN leadership and the VHA Dementia Steering committee in the VA Central Office.

• Review status of dementia programs and care within the VISN and recommend action plans as indicated.

• Apprise the VISN of national dementia initiatives.

• Provide coordination of dementia care with the individual facility committees to ensure uniformity of services based on VHA and VISH priorities.
Dementia Committee Membership:

- **Chair:** To be appointed by the VISN office. The committee chair is designated as a voting member.

- **Voting members:** One representative to be recommended by each VISN 12 Medical Center Director.

- **Resource Member:** VISN 12 Geriatrics and Extended Care Lead and others as needed.

- **Administrative Support:** To be determined (TBD).
Put Your Reports on the Leadership Meeting Agenda

Some Examples
Clear Minutes
Clear Minutes

• Content: Be Specific!
  – Attendance-
    • Javan-have 2 people and designated
  – Goals
  – Roles (Who Carries them Out)
  – Timelines

• Importance of this Record
  – Decisions Clear and Promote Consistency
  – Voting is a Record of Consensus
1. **Call to order:** Dr. Jack Bulmash, VISN Chair, called the meeting to order at 1:30 pm. Stated fiscal disclaimer.

2. **Approval of June 22, 2012 Minutes.**

3. **Annoucements:**

4. **Old Business/Follow-up**

<table>
<thead>
<tr>
<th>Date First Identified</th>
<th>Topic</th>
<th>Discussion</th>
<th>Conclusions/Recommendations/Action</th>
<th>Responsibility</th>
<th>Follow-up Date/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/13/12</td>
<td>Clinical Inventory</td>
<td>Dr. Steven Barczi has only received information from Dr. Alison Byrne (Milwaukee).</td>
<td>Dr. Jack Bulmash suggests we reintegrate this process after the October Education Meeting. He will mention a few things about this at the meeting.</td>
<td>All Members</td>
<td>Next Meeting</td>
</tr>
<tr>
<td>8/13/12</td>
<td>E-Consultation</td>
<td>Could be a long term plan or major project to get up and running for FY13.</td>
<td>Dr. Bulmash checked the status with Dr. Brian Hertz, the local Informatics person, and it hasn’t moved forward since the last time discussed. Dr. Bulmash will assign 1 or 2 people locally to work on this.</td>
<td>All Members</td>
<td>Next Meeting</td>
</tr>
<tr>
<td>8/13/12</td>
<td>Membership Lists</td>
<td>Barbara Schueren received lists from Dr. Byrne (Milwaukee) and Kavita Palla (Hines).</td>
<td>Members send the names of all your Dementia Committee members to Dr. Bulmash and Barbara Schueren. A list will be compiled and sent out to the group.</td>
<td>All Members B. Schueren</td>
<td>Next Meeting</td>
</tr>
</tbody>
</table>
| 8/13/12               | 2012 Education Meeting | Date is October 4th. Planning and formalizing. Reviewing tentative schedule.  
• Dr. Imam (Hines) will present dementia care template review with update.                              | Members disseminate the final program agenda to Primary Care and Geriatric Departments within your own hospitals.                                                                                      | All Members                   | Next Meeting           |
Yearly Reports
Summary

• Know your VISN/Network
• Your Charter/Mission guides and organizes activities
• Involve Colleagues in Education
• Have regular reports to leadership: Be on their regular meeting agenda (e.g. every 6 months)
• Clear minutes
  - Content: attendance, specific goals, roles, timelines
  - Provide record of decisions and consensus
  - Reports to leadership are in their minutes as well
• Generate Yearly reports