

SUBJECT: Board of Directors		Standard Operating Procedure #3
Date: May 2011	PREPARED BY:	Allen Foundation Series
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PROCEDURE

Monthly

The meetings of the Memorial Foundation Board of Directors are usually held at 12 p.m. on the third Wednesday of each odd month in the Allen Hospital Board Room.

1. One week before the meeting:
 - a. Fill out a "Special Function Request" form (found in the left lateral file drawer under Special Function Request forms) and send a copy to the dietary.
2. Wednesday before the meeting: Give John a draft of the Board agenda. (Found in Word: Board Meetings)
3. Friday before the meeting:
 - a. Send out the board packet. John and Jane receive financial information (supplied by Jane in finance). Include a report from dir. of dev., VP of inst. adv., dev. asst., college chancellor, Planned Giving Committee, pres/CEO of hosp., financials, minutes.
 - b. Put originals in the Foundation book.
4. Day before the meeting:
 - a. Call each Board member to see if he/she will be attending.
 - b. Call dietary by 8:30 a.m. the day of the meeting with the exact number of attendees so they can plan the lunch (include those Board members who plan to attend, John, Joe and yourself, as well as any guests).
 - c. You are to eat with the Board and take minutes at the meeting, which follows.
5. Following the meeting:
 - a. Type the minutes and have the staff review them.
 - b. Have the secretary/treasurer sign the minutes at the next meeting.
 - c. Make copies for all Board members to send out in the packet.
 - d. Put the original minutes in the Foundation notebook.

Transportation Sample Standard Operating Procedure Manual Template

Steven James Landry



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Handbook of Human Factors in Air Transportation Systems Steven James Landry, 2017-11-22 One of the primary applications of human factors engineering is in the aviation domain and the importance of human factors has never been greater as U S and European authorities seek to modernize the air transportation system through the introduction of advanced automation This handbook provides regulators practitioners researchers and educators a comprehensive resource for understanding and applying human factors to air transportation

Paratransit Emergency Preparedness and Operations Handbook M. Annabelle Boyd, 2013 TRB's Transit Cooperative Research Program TCRP Report 160 Paratransit Emergency Preparedness and Operations Handbook includes guidance strategies tools and resources to help paratransit service providers plan and prepare for respond to and recover from a range of emergencies The guidance has applicability to urban suburban rural and tribal paratransit operating environments The project that developed TCRP Report 160 also a PowerPoint presentation describing the entire project A link to the HTML version of TCRP Report 160 will be available on this site by the second week of March 2013 Pub info

ABC of Transfer and Retrieval Medicine Adam Low, Jonathan Hulme, 2014-10-24 ABC of Transfer and Retrieval Medicine provides the key information required to help health care professionals involved in the movement of critically ill patients to do so safely correctly and with confidence Beginning with the practical and clinical considerations to be taken into account during patient transfer and an overview of transfer equipment it then addresses pharmacological aspects of patient transfer the roles and responsibilities of the transfer team and the requirements of neonatal paediatric and specialist transfers Mapped against the syllabus for the Diploma of Retrieval and Transfer Medicine Royal College of Surgeons of Edinburgh it has been developed as a core resource for the diploma whilst providing an invaluable resource for any healthcare professional involved in the transfer of critically ill patients including anaesthetists intensivists nurses from ICU ED and paramedics It also includes frameworks for radiology and arterial blood gas interpretation guidance on patient triage transfer checklists and equipment checklists and a summary of the relevant national guidelines From a multidisciplinary international author team this new addition to the ABC series is a useful resource for all health care professionals involved in the transfer of patients It is relevant to anaesthetists intensivists paramedics critical care and emergency department nursing staff who are required to take part in intra and inter hospital transfers

Procedures in Phlebotomy - E-Book John C. Flynn, 2023-08-12 Featuring concise easy to read coverage Procedures in Phlebotomy 5th Edition provides clear guidelines for performing both basic and special phlebotomy techniques It describes proper procedures for venipuncture special collection procedures and pediatric and geriatric considerations and addresses essential topics such as infection control OSHA guidelines and anatomy and physiology It also discusses professional issues such as interpersonal communication department management total quality and medical legal topics This edition includes enhanced infection control and prevention protocols updated healthcare law coverage expanded review

questions and an updated practice test to prepare you for classroom and certification success Step by step illustrated procedures clearly outline essential phlebotomy competencies and techniques Essentials approach focuses on the need to know basics required to practice phlebotomy Case scenarios woven throughout the chapters help you continually apply content to practice Review questions in each chapter test your ability to recall information and apply critical thinking skills answers and rationales are included in the appendices Mock certification exam with 150 multiple choice questions and answers provides valuable practice for the credentialing test Safety Summary focuses on key points to ensure safe practice Competency checklists facilitate peer instructor and self evaluation on clinical procedures progress Key terms are listed at the beginning of each chapter highlighted in the text and defined in a back of book glossary NEW Protocols for enhanced infection control and prevention address COVID 19 and other emerging pathogens UPDATED Healthcare law coverage includes up to date content on the latest clinical guidelines EXPANDED and REVISED Review questions and a practice test help prepare you for classroom and certification success NEW COVID 19 content included throughout where relevant

Manual for investigating suspected outbreaks of illnesses of possible chemical etiology, 2021-07-14 **Quality Control**

Review of the Department of Transportation's Implementation of Earned Value Management and Security Cost Reporting Rebecca C. Leng, 2009-12 This report summarizes the results of the Office of Inspector General's audit of the Dept of Transportation's DoT implementation of earned value management and the supportability of estimated security costs for major information technology IT investments The DoT requested about 2.4 billion for 46 major IT investments in its FY 2009 budget submission including about 116 million in security funding Charts and tables *Antimicrobial resistance monitoring and surveillance guidelines for food-producing animals and their products in Eastern Africa* Food and Agriculture Organization of the United Nations, 2024-05-22 This publication is a building block of the Eastern Africa antimicrobial resistance AMR surveillance roadmap that was described in April 2019 by AMR experts from Djibouti Eritrea Ethiopia Kenya Rwanda South Sudan Sudan and Uganda Author The roadmap is presented in chapter six of this document Author The national AMR experts came together in a regional meeting organized by the Food and Agriculture Organization of the United Nations FAO and also attended by other national regional and international organizations such as the World Organisation for Animal Health WOAH International Livestock Research Institute ILRI Centres for Disease Control and Prevention CDC Kenya University of Nairobi UON Kenya Medical Research Institute KEMRI World Animal Protection WAP and African Union Interagency Bureau for Animal Resources AU IBAR Author The aim of the roadmap is to set out the processes tools and coordination that technical experts and decision makers from within national governments in East Africa agreed should be undertaken at regional level to support development and implementation of national AMR surveillance strategies and plans Author **Implementing Quality in Laboratory Policies and Processes** Donnell R. Christian Jr., Stephanie Drilling, 2009-11-24 In order to gain accreditation every laboratory must have a superior quality assurance program The keys

to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Labora

Strategic Issues in Air Transport Ruwantissa Abeyratne,2012-01-03 There are broadly four strategic issues in aviation safety security environmental protection and sustainability in air transport These issues will remain for a long time as key considerations in the safe regular efficient and economic development of air transport Within these four broad categories come numerous subjects that require attention of the aviation industry as well as the States In six chapters this book engages in detailed discussions on these subjects as they unravelled in events of recent years The issue of safety is addressed first following an introduction of the regulatory regime covering the four issues Within the area of safety the book covers such areas as safety management systems safety and aeromedicine safety and meteorology the use of airspace unmanned aircraft systems and safety oversight audits In the security area subjects covered include cyber terrorism the integrity of travel documents full body scanners civil unrest and aviation the suppression of unlawful acts on board aircraft and the financing of terrorism The chapter on the environment focuses mainly on climate change particularly on carbon credits market based measures the carbon market and emissions trading schemes and their effect on air transport Finally the chapter on sustainability discusses in detail market access along with such issues as slot allocation open skies the use of alternative fuels as an economic measure and corporate foresight The concluding chapter wraps up with a discussion on where air transport is headed

Compliance Assurance for the Safe Transport of Radioactive Material IAEA,2023-05-30 The transport of radioactive material is an essential activity worldwide To ensure the protection and safety of people property and the environment appropriate regulations for the safe transport of radioactive material both at the national level and at the international level are necessary Competent authorities regulate the transport of radioactive material through the application of national regulations which should be consistent with relevant international regulations This Safety Guide provides recommendations on actions that competent authorities should take to ensure compliance with the applicable regulations for the safe transport of radioactive material

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