

Manual:	Quality and Risk	Reference No:	
Section:	Introduction		
Subject:	Terms of Reference – Continuous Quality Improvement Committee		

PURPOSE

The goal of the Quality committee is to provide an opportunity to review the outcomes to evaluate the care, services, resident experience, and operational and quality plans of the Long Term Care Home. It is an opportunity to share successes, with actions and ideas that have been implemented to support ongoing quality improvement initiatives across the organization.

RESPONSIBILITY

The Committee has the following responsibilities:

1. To monitor and report on quality issues, residents' quality of life, and the overall quality of care and services provided in the long-term care home, with reference to appropriate data.
2. To consider, identify and make recommendations regarding priority areas for quality improvement in the home.
3. To coordinate and support the implementation of the continuous quality improvement initiative, including but not limited to, preparation of the report on the continuous quality improvement initiative.

Quarterly our review will utilize selected indicators focused on people (Human resources) Customer service (resident, family/caregiver and staff satisfaction, Ministry Inspections, Critical Incidents) Financial performance (census, accounts receivable, CMI) Leadership (operational plan update) and Clinical indicators (Quality Improvement Plan update). Our organization determines Quality in the homes ultimately by an annual review of the Balanced Score Card

Committee Membership:

- Administrator (Designated Lead)
- Member of Resident Council
- Member of Family Council
- Medical Director
- Every Designated lead of the home (Restorative, DOP, DES, training and orientation, IPAC)
- Registered Dietitian
- Pharmacist
- RPN or RN
- PSW
- Directors of Resident care
- RAI/MDS Lead

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Meeting Structure

Home Committee

Monthly indicators are completed and discussed at the respective Committee meeting. Results of these indicators are also shared with committees in the Homes such as Professional Advisory Committee (PAC) committee. The Continuous Quality Improvement Committee monitors, recommends and supports implementation of quality initiatives to improve the resident experience.

Organization wide update:

Leadership Support will review operations and risks, and quarterly indicators bi-annually,

Frequency of Meetings

Meetings will be held quarterly, with the sub-committees meeting more frequently (monthly) with the balanced score card & QIP.

Minutes

Minutes will be recorded for each meeting.

Reference: O. Reg. 246/122 s. 166-169