

QUALITY ASSURANCE COMMITTEE
Draft Terms of Reference
(Date)

PURPOSE

To provide the Board with advice and guidance respecting the quality and performance of programs and services provided by the organization.

ACCOUNTABILITY

The Quality Assurance Committee shall report to the Board of Directors.

MEMBERSHIP

A minimum of _ and maximum of _ Board members
Executive Director (ex-officio)
___ staff members who serve in a clinical capacity

FUNCTIONS/TASKS

1. Oversee the development and implementation of an organization-wide quality framework.
2. Oversee the development and implementation of performance indicators to measure the quality of care provided by the organization.
3. Review the annual Quality Improvement Plan and provide recommendations to the Board
4. Review the performance indicators and related reports to monitor and evaluate the quality of care being provided in order to observe trends; to identify problem issues; and to create a culture of continuous quality improvement in the provision of services.
5. Regularly report any concerns to the Board of Director and propose actions to address concerns.
6. Periodically review reports with respect to unusual occurrences, sentinel events and critical incidents and report to the Board.
7. Review major adjustments to any programs to ensure that the quality of care and access are not reduced or compromised.
8. Identify areas and make recommendations to the Board where opportunities exist to improve quality of service and access.
9. Review, evaluate and report to the full Board annually on the credentials and privileges of members of the medical staff.

MEETINGS

Frequency: Monthly

Minutes: To be kept in the Minute Book and circulated to Committee members and the Board President one week after each meeting.

EVALUATION

Formal evaluation on an annual basis

Informal evaluation ongoing.