

Alexandra Marine & General Hospital	MANUAL: Governance	Revision Date: May-20-2016
Approved by: Executive Leadership	Terms of Reference Quality Assurance Committee	Original Date: February-4-2013

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PURPOSE

- To assist the Board in fulfilling its responsibility to ensure the continuing high quality of patient care throughout AMGH.
- Ensuring that the AMGH Leadership Team establishes an appropriate patient and performance based quality culture.
- Providing support, input and governance as the AMGH Leadership Team establishes and monitors performance targets while reducing associated risks.

OBJECTIVES

- Provide leadership in promoting and supporting strategic plans designed to make overall improvements to quality of care and services.
- Receive and regularly review with Management, key reports of specified performance indicators to monitor the quality of care being provided and patient needs and wellness; and identify trends and problem issues for further investigation and monitoring.
- Ensure an effective process is established and applied for the communication of quality improvement and risk management initiatives between the Board, the organization and external stakeholders.
- Oversee the preparation and implementation of Accreditation activities including readiness for accreditation surveys and compliance with all applicable standards.
- Encourage a positive image of the Hospital within the community.
- Address any other quality, utilization or communication issues as referred by the Board of Directors.

MEMBERSHIP (All members voting members)

- Three directors (minimum) (one to assume Chairperson of the Committee)
- Chair of the Board (ex officio)
- President, Medical Staff or delegate
- President/Chief Executive Officer
- Chief Nursing Executive/Vice President Patient Services
- Chief Operating Officer/Vice President Corporate Services
- Quality and Accreditation Coordinator
- Health Records - Utilization Representative
- Community representative

CHAIRPERSONS

- Board member to assume role of Chair
- Call all meetings of the committee.
- Chair all meetings of the committee.
- Designate another director who is a member of the committee to chair the committee in the Chair's absence.

RECORDER

- Administrative Assistant

TERMS OF APPOINTMENT

- Based on Board Member Term of Office.

QUORUM

- 50% of membership

FREQUENCY OF MEETINGS

- The Committee shall meet eight times per year and at the call of the Chair.

MEETING VENUE

- AMGH

CIRCULATION

- Minutes are circulated to all Board/MAC/Committee members

REPORTING RELATIONSHIP

- Board of Directors

EVALUATION

- Evaluation to be completed at end of meeting.

CONFIDENTIALITY

- In the course of committee business, confidential information may become known to committee members. Members have a responsibility to keep such information confidential.

CONFLICT OF INTEREST

- All Board and committee members have a duty to ensure that the trust and confidence in the integrity of the decision-making processes of the organization are maintained. Members will ensure that they are free from conflict, potential or perception of conflict in their decision-making. It is important that all board and committee members be held accountable to understand and acknowledge their obligations when a conflict of interest, potential or perceived arises.

Approval Process	<ul style="list-style-type: none"> • Quality and Assurance Committee: 2014-10-14 • Quality and Assurance Committee: 2016-05-04 • Governance & Nominating Committee: 2016-05-20 • Board of Directors Committee: 2016-06-06
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