

**Kemptville District Hospital  
BOARD OF DIRECTORS  
POLICY**

**Subject: QUALITY AND SAFETY COMMITTEE – TERMS OF REFERENCE**

**Policy No.:  
19**

**Policy Objective:**

To provide Terms of Reference to govern the Quality and Safety Committee of the Board

Date Approved:  
November 2015

Review/Revision Dates:

**Mandate**

In reporting to the board, the committee shall ensure that the Kemptville District Hospital (KDH) has clearly defined and coordinated quality improvement and safety management systems in place that continually monitor, evaluate and improve the quality and safety of care and services for KDH patients, provides an avenue for patient/family compliments and complaints, as well as ensure a safe environment for staff, physicians, volunteers, visitors and guests.

**Duties and Responsibilities**

1. Promote a culture of patient safety and quality care that aligns with the strategic objectives of the hospital.
2. Monitor and report to the board on quality and safety issues along with the overall quality of services provided by KDH, that includes patient and family experiences, with reference to appropriate data, including:
  - Performance indicators used to measure quality of care
  - Performance indicators used to measure patient safety
  - Performance indicators used to measure patient/family compliments and complaints
  - Reports received from the MAC and Senior Management Team to identify and make recommendations with respect to systemic or recurring quality of care and patient safety issues.
  - Quality Improvement Plan
  - Publicly reported patient safety indicators
  - Critical incidents and adverse effects
  - Reports from Senior Management Team identifying initiatives to improve patient/family experiences
3. Review and monitor the effectiveness of quality and safety process and indicators established by management to ensure the delivery of improved patient outcomes and reduced occurrences of harm related to programs and services provided at KDH.
4. Consider and make recommendations to the board regarding quality improvement initiatives and policies using best practice information which is supported by appropriate professional practice organizations.
5. Ensure that evidenced-based information sharing and discussion is disseminated within KDH, especially identifying lead practices and opportunities for improvement including processes to communicate quality improvement and risk management results to both internal and

	<p>external stakeholders.</p> <ol style="list-style-type: none"> <li>6. Oversee and monitor the hospitals initiatives towards building and maintaining a culture of patient and family centered care.</li> <li>7. Oversee the preparation of the hospitals annual Quality Improvement Plan and make recommendation for approval to the Board.</li> <li>8. Oversee and monitor a quality and safety risk management strategy throughout the hospital as it fits with the strategic plan.</li> <li>9. Carry out any other responsibilities provided for in the regulations under the Excellent Care for All.</li> <li>10. Develop a yearly work plan.</li> </ol>
<b>Membership</b>	<p>The committee is composed of the following members:</p> <ul style="list-style-type: none"> <li>• 4 elected members of the Board</li> <li>• Chair of the Board (ex-officio)</li> <li>• Chief Nursing Officer (voting)</li> <li>• President and CEO (ex-officio non-voting)</li> <li>• 1 member of the Medical Advisory Committee recommended by MAC (voting)</li> </ul>
<b>Term</b>	Members shall be appointed annually by the Board
<b>Chair</b>	The Chair of the Committee is designated by the Board. The Chair will serve a term of one year, renewable for two additional one year terms at the discretion of the Board.
<b>Frequency of Meetings</b>	At least five times per year, at least two weeks before each meeting of the Board.
<b>Quorum</b>	A majority of voting members shall constitute a quorum.
<b>Resources</b>	The Vice President of Nursing / Clinical Care is the secretary of the Committee. Other resource persons may be added as needed.
<b>Accountability</b>	The Quality and Safety Committee is accountable to the Board