

<b>Alexandra Marine &amp; General Hospital</b>	<b>MANUAL: Governance</b>	Revision Date: March-20-2019
Approved by: Board	<b>Terms of Reference Quality Assurance Committee</b>	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 Leadership, 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)
- Medical Staff Representative(s)
- President/Chief Executive Officer
- Chief Nursing Executive/Vice President Patient Services
- Chief Information Officer/Vice President Corporate Services
- Health Records - Utilization Representative
- Community representative

**Note:** All committee members are voting members, unless otherwise indicated.

### **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**

Executive Assistant to the President & CEO

### **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 of meeting process to be completed at the end of each 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"> <li>• Board of Directors Committee: 2019-05-06</li> <li>• Governance &amp; Nominating Committee: 2019-04-29</li> <li>• Quality Assurance Committee: 2019-03-20</li> </ul>	
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