

**DEEP RIVER AND DISTRICT HOSPITAL  
FOUR SEASONS LODGE  
NORTH RENFREW FAMILY HEALTH TEAM**

<b>Terms of Reference:</b> Family Health Team Liaison Committee		
<b>Original Date:</b> 2019-06-10	<b>Policy Manual:</b> Board of Directors	
<b>Approved by:</b>		
<input checked="" type="checkbox"/> Board of Directors	<input type="checkbox"/> Chief Financial Officer	<input type="checkbox"/> ED, Family Health Team
<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> Chief Nursing Executive	<input type="checkbox"/> Human Resources Officer

**Purpose**

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

In addition, provides a forum for regular, communication and dialogue.

**Objectives**

- Oversee the development and implementation of an organization-wide quality framework.
- Oversee the development and implementation of performance indicators to measure the quality of care provided by the organization.
- Oversee the development of and review the annual Quality Improvement Plan; provide recommendations to the Board
- 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.
- Regularly report any concerns to the Board of Director and propose actions to address concerns.
- Periodically review reports with respect to unusual occurrences, sentinel events and critical incidents and report to the Board.
- Review major adjustments to any programs to ensure that the quality of care and access are not reduced or compromised.
- Identify areas and make recommendations to the Board where opportunities exist to improve quality of service and access.
- Review, evaluate and report to the full Board annually on the credentials and privileges of members of the medical staff.
- Responsible for ensuring effective employee engagement.

**Membership**

The Family Health Team Advisory Committee is comprised of representatives as follows:

- Executive Director, FHT
- Lead Physician, FHT

- Board of Director, Member
- Board of Director, Chair
- Chief Executive Officer
- The Chair may request other attendees “ad hoc” based on the agenda

**Chairperson**

- Board of Directors, Chair

**Recorder**

- Executive Assistant

**Terms of Appointment**

- Based on Position

**Quorum**

- Quorum shall be at least 50% of the membership

**Frequency of Meetings**

- The Committee will meet minimum of 4 times a year or at the call of the Chair
- The length of each meeting shall not normally exceed one and a half hours

**Circulation**

- Minutes will be circulated to all Committee members with the forthcoming agenda - no less than seven days prior to the monthly meeting.
- All minutes and agendas will be posted electronically in Document Management System

**Reporting Relationship**

- The Committee reports to the Board of Directors

**Confidentiality**

- In the course of committee business, confidential information about staff and/or patients may become known to committee members. Members have the responsibility to keep such information confidential.

Reference Documents	•
Acknowledgements	•
Review Process	<ul style="list-style-type: none"> <li>• FHT Liaison Committee – 2019-06-10</li> <li>• Governance Committee – 2019-09-04</li> <li>• Board of Directors – 2019-09-18</li> </ul>