

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

Terms of Reference: Quality, Risk and Safety Committee		
Original Date: 2016-11-30	Policy Manual: Governance	
Approved by:		
<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

MISSION

The Committee is responsible for monitoring and advancing quality performance, risk management and safety across the organization.

MEMBERSHIP

- At least 4 voting members of the Board of Directors who must comprise at least one-third of the Committee's membership.
 - A voting member of the Board of Directors will be appointed by the Board to Chair the Quality, Risk and Safety Committee
- Chief of Staff or his/her delegate from the Medical Advisory Committee (MAC)
- Executive Director, Family Health Team
- Chief Executive Officer
- Chief Nursing Executive (CNE)
- Manager of Quality, Risk and Innovation
- Chair of the Board (ex-officio)
- An employee(s), as designated by the CNE
- May include a non-elected community representative

All members of the Committee will be voting members on Committee matters.

MEETINGS

Meetings will be held at the call of the Chair, and will be at least quarterly.

PRINCIPAL FUNCTIONS

The Committee is responsible to the Board of Directors for the following:

Quality

- To monitor and advance quality of services provided by the organization
- To consider and make recommendations on quality improvement initiatives and policies
- To monitor and make recommendations regarding performance, dashboards and quality improvement plans
- To oversee the preparation of annual quality improvement plans
- To monitor the organization's preparation for accreditation by Accreditation Canada and to ensure that the resulting recommendations are addressed
- To oversee the functions of the Patient and Family Advisory Council and Residents' Council

Risk

- To ensure that an appropriate risk management process is in place to identify and mitigate risks
- To review and monitor progress related to risk assessment and risk mitigation
- To monitor and review the following reports: incident reporting, patient feedback, patient satisfaction, and sentinel/critical events

Safety

- To review annually: the Patient Safety Plan, Accessibility Plan and Joint Health and Safety Committee functions
- To prepare a report for the annual meeting of the Hospital Corporation concerning the Hospital's quality, risk and safety programs and the quality of the services delivered to patients, residents and clients
- To annually review the Terms of Reference
- To create an annual Committee Work Plan for submission to the Governance Committee

Reference Documents	•
Acknowledgements	•
Review Process	<ul style="list-style-type: none">• Quality, Risk and Safety Committee – 2018-12-03• Governance Committee – 2019-01-09• Board of Directors – 2019-01-24