

# Holland Bloorview Kids Rehabilitation Hospital

## Quality Committee

### Terms of Reference 2012

Format for Committee Terms of Reference	
<p>Role or Purpose</p>	<p>The Quality Committee is a standing committee of the Corporation. It is responsible to the Board for ensuring that the Hospital has in place, appropriate policies and systems for monitoring and evaluating the continuous improvement of quality of client care and patient safety.</p> <p>The Quality Committee performs the functions of the Quality Committee under the Excellent Care for All Act, 2010.</p> <p>No decision or resolution of the Quality Committee shall be binding on the Corporation until it is adopted by the Board or unless it has otherwise been authorized by the Board".</p>
<p>Duties and Responsibilities</p>	<p>To develop the Quality Committee Terms of Reference that clearly establishes its areas of responsibility for approval by the Board.</p> <p>To develop the Quality Committee Work Plan annually, that reflects the Board's priorities for the year.</p> <p>The Quality Committee will review, revise if necessary, and recommend to the Board the annual <u>Quality Improvement Plan (Q.I.P.)</u> to reflect a systematic and ethical review of the quality and risk management processes and practices of the Hospital.</p> <ul style="list-style-type: none"> <li>• The Quality Committee reviews, on an annual basis, the Hospital's proposed Operating Plan in order to assure the Board of Trustees that the Plan advances the quality of client care;</li> <li>• The Quality Committee receives the results of external reviews related to quality of care and risk management, e.g. Accreditation, Coroner's Reports, and makes recommendations to the Board, on policies;</li> <li>• In concert with Standing Committees of the Board, the Quality Committee advises the Board on issues which may pose significant risk to the Hospital, and strategies to prevent risk;</li> <li>• The Quality Committee ensures that there is a process in place to share best practices' information with staff and a process is in place to monitor adoption of those best practices within the Hospital;</li> <li>• The Quality Committee will consider Medical Advisory Committee's recommendations that relate to systematic or recurring quality of care issues;</li> <li>• The Quality Committee will make recommendations to the Board on quality improvement initiatives and policies;</li> </ul>
<p>Membership and Voting</p>	<p>Membership shall be determined/appointed by the Board annually upon the recommendation of the Quality Committee and shall consist of:</p> <p>Three voting members of the Board of Trustees, one of whom will be appointed as Chair of the Quality Committee, and</p>

	<ul style="list-style-type: none"> <li>• President and CEO</li> <li>• Chair of the Medical Advisory Committee</li> <li>• Chief Nursing Executive</li> <li>• Senior Director, Quality and Risk Management</li> <li>• Programs and Services Representative</li> <li>• 2 Family members of clients</li> <li>• Board Chair (Ex-Officio)</li> <li>• Other community members as recommended by the Quality Committee and approved by the Board, <u>ensuring the appropriate percent representation (30%) of voting Trustees of the Board on the Quality Committee.</u></li> </ul> <p>All members are eligible to vote.</p> <p>A member of a Committee may participate in the meeting by teleconference and vote by teleconference, however, e-mail or voting by proxy are not permitted. <i>(form 8.5 Committee Principles, Rules...)</i></p> <p>At the first meeting of the Board following each Annual Meeting, the Board will appoint the members of the standing committees. <i>(By-law 27.1.1)</i></p>
Chair	<p>The Chair shall be a Trustee of the Board of Trustees.</p> <p>The Quality Committee shall make recommendations to the Board with respect to the appointment of the Chair of the Quality Committee.</p>
Frequency of Meetings and Manner of Call	<p>The Quality Committee will meet at least five times per year and at the call the Chair if required.</p> <p>Copies of meeting minutes shall be distributed to all Committee members. The Chair of the Quality Committee shall sign the minutes immediately after they are accepted at the next scheduled meeting. The signed original copy of the minutes shall be filed by the Executive Assistant to the Quality Committee.</p>
Quorum	<p>A majority of members of the Committee, which includes a minimum of two trustees of the Board that are required to conduct a meeting, will be included in determining whether a quorum is present. The Chair will be included in determining whether a quorum is present.</p>
Resources	<p>Staff (employees or professional staff) will be assigned to the Committee by the Board or the CEO and will provide resources to the Committee as appropriate.</p> <p>Members of the Committee shall be entitled to be reimbursed for reasonable costs incurred by them in the performance of their duties as Quality Committee members, according to Board policies.</p> <p><i>Note:</i> At least one member of the Board will rotate into each meeting of Quality Committee in order to ensure that each Trustee participates in one meeting of the Quality Committee each year.</p> <p>Other subject matter experts will be invited to the meeting with the approval of the Chair.</p>
Reporting	<p>The Quality Committee shall submit regular reports of its meetings to the Board and provide update reports to the Board on its Terms of Reference, goals and work plan.</p>

	<p>Following each meeting, a verbal and a written report from the Quality Committee will be provided to the Board of Trustees.</p> <p>The Quality Committee will report to the Board via the Chair of the Committee.</p>
Date of Last Review	May, 2012

Note: Items in green type have been included in all Committee Terms of Reference.