Holland Bloorview
Kids Rehabilitation Hospital

# Quality Committee of the Board

## Terms of Reference

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| **Role or Purpose** | 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 and risks associated with client care, accreditation, client and family experience, enterprise risk, privacy and compliance with applicable legislation.<br><br>The Quality Committee carries out its duties in accordance with the requirements and regulations established through the Excellent Care for All Act (ECFAA, 2010) as amended and other applicable legislation.<br><br>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. |
| **Duties and Responsibilities** | To develop the Quality Committee Terms of Reference that clearly establishes its areas of responsibility for approval by the Board.<br><br>To develop the Quality Committee Work Plan annually, that reflects the Board's priorities for the year.<br><br>The Quality Committee will provide oversight and recommend to the Board the annual Quality Improvement Plan (Q.I.P.) to reflect a systematic review of the quality and risk management processes and practices of the Hospital.<br><br>■ The Quality Committee reviews, on an annual basis, the Hospital's proposed Operating Plan in order to assure the Board of Directors that the Plan advances the quality delivery of safe, high client care;<br>■ 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;<br>■ 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;<br>■ The Quality Committee will receive the Medical Advisory Committee's recommendations that relate to systematic or recurring quality of care issues;<br>■ The Quality Committee will make recommendations to the Board on quality improvement initiatives and policies;<br>■ The Quality Committee will review the Balanced Scorecard;<br>■ The Quality Committee will oversee Caring Safely initiatives;<br>■ The Quality Committee will review client and family experience;<br>■ The Quality Committee will oversee Enterprise Risk Management in conjunction with the Business & Audit Committee; |

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| | ■ The Quality Committee will monitor workplace safety and emergency preparedness;<br>■ The Quality Committee will review public reporting and critical incidents;<br>■ The Quality Committee will monitor strategic quality initiation related to social accountability, healthy teams, agile care and research and education; |
| **Membership and Voting** | Membership shall be determined/appointed by the Board annually and shall consist of:<br><br>Three voting members of the Board of Directors, one of whom will be appointed as Chair of the Quality Committee, and<br>■ President and CEO<br>■ Chair of the Medical Advisory Committee<br>■ Chief Nursing Executive<br>■ Vice President Lead for Quality, Safety, Performance and Risk<br>■ Director of Quality Safety and Performance<br>■ 2 Family Members of Clients or 1 Family Member of a client and 1 youth member<br>■ Board Chair (Ex-Officio)<br>■ Other community members as recommended by the Quality Committee and approved by the Board, ensuring the appropriate percent representation (30%) of voting Directors of the Board on the Quality Committee.<br><br>All members of the Quality Committee, including *ex-officio* members, shall be entitled to vote. Members of the Committee may participate in the meeting virtually. Votes may be taken by email in the event of a time sensitive issue in between scheduled meetings. Voting by proxy is not permitted.<br><br>At the first meeting of the Board following each Annual Meeting, the Board will appoint the members of the standing committees. (*By-law 27.1.1)* |
| **Chair** | The Chair shall be a Director of the Board of Directors.<br><br>The Quality Committee shall make recommendations to the Board with respect to the appointment of the Chair of the Quality Committee. |
| **Frequency of Meetings and Manner of Call** | The Quality Committee will meet at least six times per year and at the call of the Chair if required.<br><br>Copies of meeting minutes shall be distributed to all Committee members and presented for approval at the next scheduled meeting. The minutes shall be filed by the Senior Executive Assistant and Divisional Coordinator of Quality Safety and Performance & Experience, Transformation and Social Accountability. |

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| **Quorum** | A majority of members of the Committee, which includes a minimum of two Directors 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. |
| **Resources** | Staff (employees or professional staff) will be assigned to the Committee by the Board or the President and CEO and will provide resources to the Committee as appropriate.<br><br>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.<br><br>*Note*: Every Director will attend at least one meeting of the Quality Committee annually as a non-voting participant.<br><br>Other subject matter experts will be invited to the meeting with the approval of the Chair. |
| **Reporting** | 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.<br><br>Following each meeting, a verbal and/or written report from the Quality Committee will be provided to the Board of Directors.<br><br>The Quality Committee will report to the Board via the Chair of the Committee. |
| **Date of Last Review** | September 16, 2026 |