



Almonte General Hospital

Quality of Care Committee

(Formerly Senior Quality of Care Committee)

Terms of Reference

The **Quality of Care Committee** has been established by the Board of Directors and reports, through the Chair, to the **President and Chief Executive Officer**.

A. Purpose:

The Quality of Care Committee (QCC), has been created in accordance with the Quality of Care Information Protection Act (QCIPA, 2004). The Committee carries out activities for the purpose of studying, assessing or evaluating the provision of health care in order to improve or maintain the quality of healthcare, or the level of skill, knowledge and competence of the persons who provide health care at Almonte General Hospital.

B. Objectives:

The Quality of Care Committee will:

- 1) Review facts of incidents to determine if they meet the definition of a critical incident as defined in Regulation 965 of the Public Hospitals Act. A critical incident is defined as any unintended event that occurs when a patient receives treatment in the Hospital that:
 - a) results in death, or serious disability, injury or harm to the patient, and
 - b) does not result primarily from the patient's underlying medical condition or from a known risk inherent in providing the treatment.
- 2) Review matters which may give rise to significant quality of care concerns, specifically related to:
 - I. An occurrence involving an unexpected death or serious bodily harm;
 - II. An occurrence or series of occurrences that have the potential to result in death or serious bodily harm; and
 - III. An occurrence or series of occurrences that have the potential result to result in harm to a number of patients.
- 3) Review matters that the Regional Coroner has asked Almonte General Hospital to review.

- 4) Review matters arising from statements of claim.
- 5) Review matters where it has been requested that QCIPA protection needs to be enacted (e.g. critical incident reviews).
- 6) Ensure that individual practice issues are reviewed, independently and prior to any system level Quality of Care Review under QCIPA.
- 7) Depending on the nature of the review, solicit or receive information/reports from any hospital staff member, committee and or external person(s).
- 8) Make the decision that a Quality of Care Review under QCIPA needs to occur.
- 9) Designate subject matter experts to participate in Quality of Care Reviews under QCIPA or quality improvement reviews (not under QCIPA).
- 10) Direct quality improvement reviews to the relevant internal committee.
- 11) Review, evaluate and finalize recommendations for the purpose of improving quality of care at Almonte General Hospital.
- 12) Disclose information pertaining to the review for the purpose of eliminating or reducing a significant risk of serious bodily harm to a person or a group of persons.
- 13) Forward recommendations that support system wide implementation to the Quality Improvement Risk Management Committee (QIRM) for review and implementation for the purpose of improving or maintaining the quality of health care.
- 14) Synthesize all quality of care information before the QCC to identify trends and develop recommendations as appropriate.
- 15) Advise applicable departments if there are systemic changes that need to be adopted at Almonte General Hospital.

C. Membership:

Quality of Care Committee:

- Immediate past Chief of Staff – Chair
- Chief Nursing Officer
- Director, Special Services
- Manager, Pharmacy
- Chief of Staff
- Manager, Acute Care
- Manager, M/S & CCC
- Assistant Director of Care, Fairview Manor
- Director, Health Records
- Senior Administrative Assistant - recorder

Any member of the Committee may appoint a delegate to act in his/her place in the event that the subject or substance of a particular review presents a conflict with the individual's job responsibilities (e.g. discipline or performance appraisal). Delegates will be appointed on a case by case basis.