**Country Roads Community Health Centre**

# TERMS OF REFERENCE

## Continuous Quality Improvement Committee

### PURPOSE

The purpose of the CQI committee is to develop, monitor and make recommendations for action based upon the existing Quality Improvement Plan under the Excellent Care for All Act.

**MEMBERSHIP**

The CQI committee consists of an inter-professional staff team including representatives of both primary care and community services, board of directors and management. The committee is chaired by the Director of Programs and Services.

### FUNCTIONS

Board Quality Sub-Committee:

* Develops, and Monitors the Quality Improvement Plan
* Recommends the QIP to the Board of Directors for approval
* Monitor organizational performance against benchmarks established in the existing Quality Improvement Plan and as identified in submitted reports
* Provides input into Improvement targets
* To review and analyze data and statistical reports identifying opportunities for improvement. These reports include but are not limited to:
	+ Client Record Audit Reports
	+ Program and Service Evaluations
	+ Occurrence Reports
	+ Programs and Services data reports
	+ Client and Staff Satisfaction Survey reports
	+ Accreditation Reports
	+ Performance Management Reports.

**REPORTING**

The board representative(s) is responsible for ensuring that the full board is provided with the annual QIP for approval and with regular updates on successes, challenges and risks related to the plan.

The Director of Programs and Services is responsible for ensuring that staff are kept current on successes, challenges and risks related to the plan.

### RESPONSIBILITIES

* Meeting packages will be distributed to the team members three days prior to meeting date.
* Policies will be kept electronically on the Network.
* The Director of Programs and Services is responsible for taking and distributing minutes, maintaining, updating and filing policies

Approved: Management 2019