



Policy Name	Policy Number: 0933
CONTINUOUS QUALITY ASSURANCE IMPROVEMENT COMMITTEE - TERMS OF REFERENCE	Effective Date: May 5, 1999
Approved By: Management Committee	Date Revised: September 17, 2012
Classification: Governance and Administration	Page No: Page 1 of 3

1. **PURPOSE**

- 1.1. To improve standards of resident care, physical facilities and support services by maintaining a process that will assure residents, families and the community that The Salvation Army Agapé Hospice Palliative Care service is one of continuous quality improvement.
- 1.2. To demonstrate the accountability of all staff by setting standards based on the national Canadian Hospice Palliative Care Association norms and The Salvation Army Agapé Hospice Professional Standards Document. These standards will be used to monitor how quality services are provided and by taking corrective action when indicated.
- 1.3. To improve our organizational processes and structures by maintaining an environment that will assure staff and internal / external stakeholders that The Salvation Army Agapé Hospice Palliative Care service is committed to continuous quality improvement.

2. **FUNCTIONS**

- 2.1. To identify indicators appropriate to end of life care (Hospice Palliative Care Norms and Standards and The Salvation Army Agapé Hospice Professional Standards Document).
- 2.2. To review, analyze and evaluate each department's quality indicators for monitoring the quality of care and service delivery.
- 2.3. To encourage the exploration of national and international resources in the delivery of excellent individualized hospice palliative care.
- 2.4. To optimize the use of organizational resources.
- 2.5. To identify risks both current and potential.
- 2.6. To encourage the exploration of quality improvement research by the departments.



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2.7. To oversee the appointment and functioning of a Critical Incident Committee when needed.

2.8. To provide Alberta Health Services and Community Council Committee with periodic reports

2.9. To provide periodic summary report of Quality Improvement activities to staff in order to promote best practice standards.

3. **GOALS:**

3.1. To promote and coordinate quality assurance, risk management and accreditation requirements on a organization wide basis

3.2. To achieve best practices by reviewing, monitoring and evaluating hospice departments' quality indicators and integrating appropriate recommendations into our current practices.

3.3. To encourage the sharing of knowledge and experience about quality Assurance, risk management and accreditation processes among all Departments and disciplines to avoid duplication of effort

3.4. To achieve accreditation status from appropriate agencies

4. **MEMBERSHIP**

Executive Director, Chair
Director of Resident Care, Vice Chair
Director of Human Resources
Medical Director
Social Worker
Volunteer Resources Manager
Director of Finance
Educator
Chaplain (Minutes Only)

Membership will be reviewed on an annual basis and may be added to as needed.

Additional persons may be recruited to assist with tasks.

Quorum will consist of 60% of membership (at least 5 individuals).



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5. **MEETINGS**

Meetings will be held on the third Monday of the month from September to June or at the discretion of the Chairperson.

6. **AGENDA**

While the committee will have a standing agenda all staff will be encouraged to submit items for consideration.

7. **SUB/RELATED COMMITTEES**

7.1. Sub Committees

- 7.1.1. Critical Incident
- 7.1.2. Occupational Health and Safety
- 7.1.3. Ethics Consultation Team
- 7.1.4. Professional Development

7.2. Related Committees

- 7.2.1. Alberta Health Services Quality Assurance Committee
- 7.2.2. The Salvation Army Agapé Hospice Caregivers' Leadership Group
- 7.2.3. The Salvation Army Agapé Hospice Management Committee

7.3. Ad Hoc Committees

8. **MINUTES**

Will be provided to members of the management committee and will be posted in the staff communication book and posted in other departments as appropriate.

9. **TERMS OF REFERENCE**

Will be reviewed on an as needed basis or more frequently when required.