

QUALITY AND SAFETY COMMITTEE CHARTER

Composition and Voting

The Committee shall consist of:

- (a) at least three (3) elected Directors, one (1) of whom shall be Committee Chair;
- (b) up to three (3) Community Members as voting members;
- (c) the Board Chair as an Ex-Officio Voting Director;
- (d) the Chief Executive Officer as an Ex-Officio Non-Voting Director;
- (e) the Chief of Staff as an Ex-Officio Non-Voting Director;
- (f) the Chief Nursing Executive as an Ex-Officio Non-Voting Director; and
- (g) one person who works in the Corporation and who is not a member of the College of Physicians and Surgeons of Ontario or the College of Nurses of Ontario (a non-voting member).

The Committee shall be supported by staff resources, specifically the Chief Nursing Executive, and other management as deemed necessary by the Chief Executive Officer and the Committee Chair.

Meetings

The Committee shall meet at least six (6) times annually, or more frequently as circumstances dictate.

Quorum

Quorum for any meeting of the Committee shall be at least fifty percent (50%) of the voting members.

Role

The role of the Committee is to assist the Board in fulfilling its fiduciary oversight and related obligations related to:

- (a) discharging the Corporation's responsibilities for patient quality of care and safety as required by the *Excellent Care for All Act* and this Charter; and
- (b) enterprise risk management.

Specific Duties and Responsibilities – Patient Quality of Care and Safety

The Committee shall perform the following duties:

- (a) monitor and report to the Board on quality issues and on the overall quality of services provided in the Corporation, with reference to appropriate data, including without limitation:
 - (i) performance indicators used to measure quality of care and services and patient safety;
 - (ii) reports received from the Medical Advisory Committee identifying and making recommendations to the Board with respect to systemic or recurring quality of care issues;
 - (iii) publicly reported patient safety indicators;
 - (iv) patient and staff satisfaction / engagement survey results at the Corporate aggregate level;
 - (v) critical incident and sentinel event reports.
- (b) review, consider and recommend to the Board definitions, standards, frequency and outcome benchmarks by which overall quality can be measured;
- (c) consider and make recommendations to the Board regarding quality improvement initiatives and policies;
- (d) review the annual Quality Improvement Plans developed by management, monitor performance in achieving those plans, and recommend the plans to the Board;
- (e) receive from management, at least twice a year, aggregate critical incident data along with appropriate analyses, trend analyses, corrective measures and plans to reduce future risks;
- (f) as and when requested by the Board, provide advice to the Board on the implications of budget proposals on the quality of care and services; and
- (g) such other areas that may be delegated to it by the Board from time to time.

Specific Duties and Responsibilities – Enterprise Risk Management

The Committee shall perform the following responsibilities:

- (a) ensure there are systems in place to:

- (i) identify principal risks to the Corporation including but not limited to quality, patient and workplace safety; and
 - (ii) implement systems to monitor, mitigate and decrease the principal risks;
- (b) ensure processes are in place to monitor and continuously improve the performance metrics;
- (c) oversee the Corporation's progress in developing and sustaining a culture of continuous quality improvement through Lean methodologies;
- (d) ensure the establishment of workplace safety policies to ensure compliance with requirements under the *Occupational Health and Safety Act* and oversee the monitoring and implementation of actions to improve upon the related performance metrics;
- (e) receive reports from management to ensure resources and systems are in place to address the following functions:
 - (i) ethics, both business and clinical;
 - (ii) privacy and confidentiality;
 - (iii) emergency preparedness; and
 - (iv) accreditation.

General

The Committee shall have the following additional general duties and responsibilities:

- (a) annually approve a work plan to ensure the Committee fulfills its mandate and completes its work efficiently and effectively;
- (b) reporting to the Board on material matters arising at Committee meetings following each meeting of the Committee;
- (c) maintaining minutes or other records of meetings and activities of the Committee;
- (d) conducting an annual evaluation of the Committee in which the Committee (and/or its individual members) reviews the Committee's performance for the preceding year for the purpose, among other things, of assessing whether it fulfilled the purposes and responsibilities stated in this Charter;

- (e) reviewing and assessing the adequacy of this Charter at least annually and submitting any proposed amendments to the Board for approval; and
- (f) performing such other functions and tasks as may be assigned from time to time by the Board.