



TERMS OF REFERENCE

Terms of Reference: Quality Improvement/Safety Committee

Document #: 1617	Version #: 1
Effective Date: Not Approved Yet	Expiry Date: No Review Date

1 PURPOSE

The purpose of the Quality Improvement/Safety (QI/S) Committee is to address the Board's role in the processes that support the organization's achievement of its strategic goals and objectives with respect to quality improvement and safety. This includes addressing accountability and organizational performance in these two areas.

2 ACCOUNTABILITY

The QI/S Committee shall be accountable to the Board and shall report its discussions and recommendations to the Board by oral or written report.

3 RESPONSIBILITIES

- 3.1 Reviews and provides recommendations on the organization's Quality Management Plan.
- 3.2 Identifies indicators that the Board will use to monitor quality improvement and safety.
- 3.3 Monitors organizational-level measures related to safety e.g. Quarterly Client/Staff Safety Reports.
- 3.4 Monitors organizational-level measures related to quality improvement aligned with our Strategic Plan.
- 3.5 Champions the organization's accreditation process.
- 3.6 Provides advice and expertise to CMHA quality/safety projects as requested.

4 OPERATIONS

- 4.1 Membership will include:
 - a minimum of two Directors of the Board (one of whom will act as Chair)
 - Client/Family Advisors
 - Community members with interest and experience in quality and safety.
 - CEO (ex-officio)

- Director of Quality Improvement and Business Development (ex-officio)

- 4.2 Continuity of members is key. To achieve this, team members will be requested to fill this role for a minimum of two years. Members may be invited by the Chairperson to serve a third year for continuity of membership.
- 4.3 Committee meetings will be held in the evenings, a minimum of four times each year. Additional meetings may be called by the Chair.