



THREE LINKS CARE SOCIETY

Category: Terms of Reference

Pages: 2

Subject: Board of Directors Quality Committee

Last Reviewed: July 2018

Approved By: Board of Directors

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1.1. NOTE

The Quality Committee has been established by a resolution of the Board of Directors of Three Links Care Society (Three Links) as authorized by section of 8 of Three Links' by-laws.

1.2. PURPOSE

The purpose of the Quality Committee is to assist the Board in ensuring quality, risk management, safety of care and services are promoted and applied throughout the organization.

1.3. COMPOSITION

The Quality Committee is composed of at least two Directors.

1.4 DUTIES AND RESPONSIBILITIES

Subject to the duties and responsibilities of the Board and operating in a manner consistent with the Committee Principles found in the Governance Manual, the Quality Committee has the following responsibilities:

- a. Prioritize and monitor key performance indicators and risks compared to the organization's strategic goals and sector benchmarks.
- b. Review and revision of the Board Quality and Risk Management Reporting Framework Policy and Flow Sheet.
- c. Board education on the Board role and responsibility for Quality Improvement and Risk Management within the organization.
- d. Board member education on applicable organization best practices relating to quality.
- e. Monitoring summary reports from management regarding clinical and resident safety incidents, audits, unusual occurrences, privacy compliance, complaints and risk management.



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- f. Receiving reports on any follow up action on improvement initiatives resulting from a resident safety incident e.g. Root Cause analysis.
- g. Receiving reports on Quality Improvement Projects and outcomes.
- h. Annual reporting framework for yearly comparison, analysis and trends of Strategic Plan key performance indicators and risks.

1.5 STAFF SUPPORT

The CEO and/ or Board Liaison Officer, as appropriate, provides support to the Committee.

1.6 ACCOUNTABILITY

The Committee will report its discussions to the Board by maintaining minutes of its meetings and reporting orally at the next Board meeting.

1.7 MEETING FREQUENCY

The Committee will meet 4 times per year or as needed. The Board calendar, outlines the Committee schedule of activities.

RELATED DOCUMENTS:

- (1) Quality & Risk Management Reporting Framework
- (2) Quality Improvement Reporting Framework
- (3) BGR0500-Quality Improvement & Risk Management Board Policy