

Quality Improvement Committee Description

The Quality Improvement Committee (QIC) is comprised of health center staff representative of its scope of services. It is multi-disciplinary and includes all staff levels. The Chairperson for the QIC is the Chief Medical Officer. Committee representation may also include Board of Director representation, and community representation from primary care, relevant physician specialties, public health, and community partners, as appropriate. Each QIC member serves a one-year term which may be extended annually upon invitation by the Committee Chair. Committee members are required to actively participate and maintain a 75% meeting attendance rate. Annually committee members are required to sign a confidentiality agreement. The QIC is accountable to the Board of Directors. Quarterly QIC reports are presented to the Board by the QIC Chair. The XXXXX acts as staff to the QIC.

The QIC:

- Reviews trended care and service performance data which includes environmental, clinical, behavioral health, dental, medication management, safety, quality and risk management performance data, as applicable to the health center's scope of services.
- Identifies opportunities to improve care and service.
- Provides policy decisions, reviews and makes recommendations regarding the annual Quality Improvement Program Description, Work Plan, Performance Measures, Policies and Procedures, and the Annual Quality Management Program Evaluation.
- Sets performance improvement priorities annually.
- Actively reviews the periodic assessments and monitoring activities of the key functional areas and makes recommendations to improve performance levels when negative trends are realized.
- Promotes evidenced-based medicine by actively participating in clinical guideline decision-making activities.
- May reviews provider credentialing/recredentialing information and make recommendations to the BOD for privileging, when delegated.
- Is responsible for assistance in educating participating healthcare and human service providers regarding health center's quality management program and then soliciting feedback on the effectiveness of the program.
- Reviews activities/reports from other committees and QI sub-committees and task forces and makes recommendations for improvements, when indicated
- Reviews quality/provider performance issues and makes recommendations to the Board of Directors or designated committee.
- Serves as a review body for provider and client complaints, and adverse incidents related to service delivery or medical, behavioral health, and dental care issues, as applicable to the health center's scope of services.
- Develops, implements, monitors and evaluates processes and programs aimed at maintaining a safe environment.
- Disseminates information on committee actions and approved recommendations to physicians and staff, as appropriate.

Meetings are scheduled monthly and are convened at least eight (8) times per year. Minutes are created at the time of each meeting and reflect committee decisions, actions, and follow-up. The minutes contain only de-identifiable information. Minutes reflect factual representation of the Committee's discussion, decisions, recommendations, and/or conclusions. The minutes are signed, dated, and maintained by the XXXXX in compliance with the health center's confidentiality requirements. The QIC Minutes are peer-review protected and not subject to disclosure to any individual or group within or outside the organization without the permission of the CEO, the Chief Medical Officer, and the QIC Chair.

QI Committee Member Signature

Date