SAMPLE ONLY
STANDARD MEETING AGENDA
QUALITY IMPROVEMENTCOMMITTEE

Agenda Topic	Presenter and Actions Needed by Committee	Time Frame
Welcome and Introductions		Helps to keep the meeting moving forward. Suggest a timekeeper.
Approval of XXXX Minutes**	Committee *Committee Discussion/Approval*	
OLD BUSINESS		
Outstanding agenda items	*Committee* *Committee Discussion/Approval*	
Example: 1. Report from QI Project Team (Front Desk Wait Time)	1. QI Project Team Lead	Follow-up outstanding agenda items from previous meeting
STANDING REPORTS		
A. Policy and Procedure Review	*Committee Discussion/Recommendations*	
1. If there are no policies to review a notation is made in the minutes to reflect this. 2. Assessing Patient Satisfaction 3. Credentialing and Privileging	1. 2. Person who authors or revises policy 3. Person who authors or revises policy	Policies when accepted by QI Committee may require recommendation to BOD for approval
B. Continuity and Coordination of Care (Utilization of Services)	*Committee Discussion/Recommendations*	
Examples: 1. Annual Quality Report Card-Summary** 2. Referral Monitoring Tracking** 3. ED Visits**	1. Medical Director 2. Referral Manager 3. Medical Director	Insert your Performance indicators related to Utilization of Services due to report at the meeting based on QI/QA calendar
C. Quality of Care and Services (Population Management)	*Committee Discussion/Recommendations*	
Examples: 1. Diabetes Management Indicators** 2. Breast Cancer Screening 3. Hypertension Management	1. QI Director 2. QI Director 3. QI Director	*Insert your Performance indicators related to Quality of Care and Services due to report at the meeting based on QI/QA calendar. Recommend UDS and MU metrics at a minimum*

SAMPLE

Agenda Topic	Presenter and Actions Needed by Committee	Time Frame
D. Assessing Satisfaction	*Committee Discussion/Recommendations*	
1. Complaints 2. Patient Satisfaction** 3. Employee Satisfaction	1. Person responsible for complaint management 2. Person responsible for administering and data analysis of patient satisfaction surveys 3. Human Resources	Insert your Performance indicators related to Satisfaction due to report at the meeting based on QI/QA calendar
E. Access and Availability	*Committee Discussion/Recommendations*	
1. Appointment Statistics 2. Provider Productivity	1. Front Desk (Reception) 2. Finance and/or Medical Director	Insert your Performance indicators related to Access and Availability due to report at the meeting based on QI/QA calendar
F. Patient Safety/Provider Quality	*Committee Discussion/Recommendations*	
1. Adverse Occurrences 2. Credentialing Privileging 3. Clinic Surveillance Monitoring	1. Person responsible for risk management 2. Credentialing staff 3. Clinic Manager .	Insert your Performance indicators related to Safety due to report at the meeting based on QI/QA calendar
NEW BUSINESS		
A. Re-evaluation and restructuring of QM Program	*Committee Discussion and Approval*	This section lists agenda topics brought forward for discussion that are not part of old business and standing reports.
1. Draft QI Committee Structure 2. Minutes format	1. Committee Chair 2. Committee Chair	
MEETING ADJOURNMENT – Next Meeting is Scheduled for XXXX		

** Symbol indicates which documents are sent for review by committee members prior to meeting. Please review and be prepared to discuss at the meeting.

Note: It is recommended to stagger policy review and reporting timetables for standing reports so the committee is not overly burdened with agenda items at certain times of the year.

SAMPLE