

Hospice Wellington Quality Committee Terms of Reference

By-law Reference	<p><i>1.04 General Rules for Committees</i> <i>All other Committees of the Board shall be prescribed or confirmed by the Board of Directors.</i> <i>With the exception of the Executive Committee, no Committee shall have authority to bind the organization for the payment of money or the performance of any contract or the carrying out of any obligation or duty.</i> <i>Subject to the direction of the Board of Directors, Committees may meet for the transaction of business, monitoring, and regulating the Committees and programs as they see fit.</i></p>
Purpose	<p>Through operational oversight, provide an environment of continuous quality improvement at Hospice Wellington.</p>
Responsibilities	<p>To assist in ensuring Hospice Wellington meets the needs of the community and achieve its mission of being “a center of excellence for palliative care and bereavement support” the committee will:</p> <ul style="list-style-type: none"> • Ensure programs are aligned with the goals and objectives of the strategic plan. • Using a Quality Assurance Framework, oversee the adoption of safety, quality and performance improvement systems for all hospice programs, in alignment with the Strategic Plan, as defined by the HQO Quality Standard Framework. • Foster and support the Executive Director in developing a culture of safety in the organization, with a focus on teamwork, communication, and risk management. • Through review of the Hospice Wellington Quality Scorecard, benchmark and monitor the performance of Hospice Wellington against provincial, national and international hospice palliative care standards, as well as targets and indicators set out in Service Accountability Agreements. • Document, review and monitor risks using the Hospice Wellington Risk Management Framework. • Support the Executive Director in the implementation of operational plan as it pertains to Quality Improvement and the delivery of hospice services, aligned with the strategic plan. Act as a general resource. • Support the Executive Director in the development of research partnerships as they relate to Hospice Palliative Care. • Promote a welcoming and informed place reflecting our community’s diversity.
Membership	<p>2 Board members 6 Community members* Additional community representation will be sourced to reflect the following needs in the community: Diversity; Hospices; commercial/industry; client/family member. <i>*Ideally, the community members will include a mixture of palliative professionals, health care professionals, community service providers, and/or academic professionals.</i></p>
Chair	<p>A Board member appointed by the Board</p>
Frequency of	<p>As required</p>

Meetings	At least quarterly
Quorum	50%
Resources	Executive Director Director of Care Director of Operations
Reporting	The committee reports its plans, activities, accomplishments and recommendations to the Board through distribution of the following: <ul style="list-style-type: none"> • Quality Committee Meeting Minutes • Hospice Wellington Quality Scorecard • Hospice Wellington Risk Management Framework • Verbal report at the subsequent Board meeting.
Term	Board members are appointed annually for a one-year, renewable term. Community members are appointed for a three-year term, renewable once unless extended by the Board.
Date of Last Review and Approval by Board	Reviewed by Quality Committee November 12 th 2018 Reviewed and Approved by Governance Committee January 3 rd 2019 Review by the Board January 23 rd 2019