

Terms of Reference
Quality & Professional Appraisal Committee
Department of Medicine
Dalhousie University/Capital Health

Purpose:

The Department of Medicine Quality and Professional Appraisal Committee will take a leadership role in influencing a culture of quality and safety within the Department of Medicine.

Duties & Responsibilities:

The Committee will:

- Support and encourage the development of a quality structure within all divisions, and clinical services, with the goal to supporting evidence based decision making in the provision of sustainable, high quality health care delivery.
- Review performance indicators currently collected by divisions intended to measure the quality of care and access to services of each division.
- Review (quarterly) divisional M&M reports to monitor and evaluate the quality of care being provided and access to services in order to observe trends; and to identify problem issues or areas where further investigation may be warranted. The Committee will regularly report these concerns and the action planned to the Department Head.
- Review (monthly) reports with respect to unusual occurrences, complaints, and levels of satisfaction as gathered from the Patient Safety and Staff Safety Reporting System.
- Review cases presented to the committee for investigation/recommendation by the Department Head. Discussion of cases at the Committee level will be held in confidence and the minutes of these discussions will report cases briefly and anonymously. Following review by the Committee, copies of documents relating to a case will be kept under lock and key, and access to these will be with the prior written consent of the Department Head.
- Liaise with hospital quality improvement activities. Review (monthly) Capital Health's Strategic Indicators Report to ensure that the Department of Medicine's activity supports the CDHA's Strategic Streams of Person-Centred Health, Citizen Engagement, Innovation and Learning, Transformational Leadership and Sustainability.
- Ensure that Department of Medicine activities align with Accreditation Canada guidelines and, where there are disparities, work to minimize any gaps.
- Upon identification of areas in care, service and standards which may benefit from change or consideration and are process or structure related, make recommendations within the department to address issues. If the issue cannot be addressed at the care team/department level, or if the issue has implications beyond the care team/department, then the committee should refer it to the Department Head who may choose to refer it to the District Medical Advisory Council - Quality Committee (DMAC-QC), or other committees as appropriate.

- Review major adjustments to any programs to ensure that the quality of care and access are not reduced or compromised.
- Maintain a record of all the Committee's activities including recommendations for action and effectiveness of such actions.

Reports to:

The Committee reports directly to the Head of the Department of Medicine. The Department Head is responsible for a) overseeing the implementation of recommendations; b) evaluating effectiveness of recommendations; and c) annual review of recommendations to identify themes and trends leading to quality improvement of patient care and services.

Documents and discussion arising in the business of the Committee are not for disclosure in accordance with the Evidence Act, RSNS, c.154, section 60 (2).

Membership:

The membership will include a representative selected by the Division Head of each of the Department of Medicine divisions. Additional members will include a senior medical resident, a CDHA director responsible for Department of Medicine services, a Performance Excellence representative and a community representative. All members of the Committee will be required to sign non-disclosure agreements.

Chair / Vice-Chair:

The Committee Chair will be appointed by the Head of the Department of Medicine after consideration by the Dept of Medicine Nominating Committee. A Vice-Chair will also be appointed by the Department Head after consideration of the Dept of Medicine Nominating Committee.

Frequency of Meetings:

The Committee shall meet no less frequently than monthly during the period September to June and at the call of the Chair.

Voting/Quorum:

All members may vote. In the event of a tie vote, the Chair will cast the deciding vote. A quorum will be 50% plus one.

Attendance:

Members are to attend at least 50% of the meetings.

Critical Relationships

- Department of Medicine Executive/Divisional Chiefs Committee
- CDHA Performance Excellence & General Counsel

- College of Physicians and Surgeons of Nova Scotia.