

# Hospital Quality Committee of the Board: Sample Agenda

## 1. CALL TO ORDER

- a. Roll call
- b. Announcements

## 2. PATIENT STORY

This is a sample of a typical agenda that might be used by the board quality and safety committee of a single hospital.

## 3. CONSENT AGENDA ITEMS

- a. Approval of previous meeting minutes
- b. Approval of consent agenda items

## 4. REPORTS ON QUALITY AND PATIENT SAFETY

Note: The items listed below are suggested topics and may not be all-inclusive. These selected indicators are typically based on publicly reported data, priority areas of the hospital or system, and required measures from regulatory agencies. Some indicators may be reported at every committee meeting; others may be rotated on an annual basis.

- a. Performance Indicator Data
  - 1. Patient Safety: Sentinel events, adverse events, no-harm events, near miss events, medication errors; hospital-acquired conditions; healthcare associated infections
  - 2. Effectiveness: Clinical outcomes; mortality rates
  - 3. Efficiency: Readmission rate; length-of-stay; emergency department throughput
  - 4. Patient-Centeredness: Patient experience data; patient complaints
  - 5. Equity
  - 6. Others based on hospital priorities/strategic plan
- b. Additional Quality Reports/Measures
  - 1. Population Health: Community needs
  - 2. Contracted Services
  - 3. Environmental Sustainability
  - 4. High Risk Areas: Surgical services; suicide risk; resuscitation; restraints; laser safety; alarm management
  - 5. Technology: Safety reports on new technology
- c. Performance Improvement Activities
  - 1. Quality and Performance Improvement project updates
- d. Board Actions
  - 1. Response, actions and resource allocation recommended by committee to support improvement based on reported data
  - 2. Quality and Patient Safety Program Plan (annual review)

## 5. REGULATORY AND ACCREDITATION REPORTS

- a. Joint Commission International
  - 1. Accreditation Readiness Report
  - 2. Disease-specific certifications
- b. Regulatory Reporting Requirements (Ministry of Health, national or local)

## 6. BOARD EDUCATION

- a. Information and updates

## 7. CONFIDENTIAL/CLOSED EXECUTIVE SESSION

- a. Medical Staff (Credentialing; Peer Review)

NOTE: Depending on the structure of the board, medical staff issues may be discussed at the Quality Committee of the Board, at a separate Medical Staff Committee of the Board or directly at the Full Board meeting.

## 8. ADJOURNMENT