

**QUALITY COMMITTEE**  
*Terms of Reference*

**Purpose**

The purpose of the Quality Committee is to determine and provide to the Board the relevant criteria, that is required to ensure the continuous improvement to the quality of care and services offered at the clinic, and recommend specific areas for improvement. The committee will ensure that quality activities include the requirements of the MOHLTC and the ANPLC strategic plan.

**Membership**

The Quality Committee shall be comprised of;

- Two to three Board Directors
- NP Lead
- Term is for two years and is renewable once
- Other guests may be invited to attend as required on an ad-hoc basis and may include, but not limited to, community members, partner agencies and staff members.

**Roles/Responsibilities**

1. The role of the Quality Committee is to assure the Board that quality parameters recommended are based on:
  - a. Building a culture of, and systematic approach to, quality improvement
  - b. Achieving desired results based on the goals and objectives of the strategic plan
  - c. Embracing the organizational values, mission and vision.
2. Quality parameters will be reported by the Leadership Team to the Board on a monthly basis in such tools as the Dashboard.
3. The Quality Committee is responsible for reviewing the QIP once prepared by the Leadership Team to ensure that the QIP is consistent with the strategic plan and vision of the clinic and they will then forward it to the Board as a whole for review and approval.
4. Conduct annual standing committee evaluation and present recommendations for any changes to the board at the May meeting.
5. Minutes of all meetings are documented and presented to the board at the next general meeting.

**Meeting Frequency**

- The Quality Committee shall meet at least two times each fiscal year and at the call of the Chair of the Committee
- The quorum necessary for the transaction of the business of the committee shall be at least two committee members



Wendy Payne, Board Chair



Date of Chair Signature