**Hamilton Niagara Haldimand Brant**
**Local Health Integration Network**
Minutes of the Meeting of the Quality and Safety Committee of March 22, 2017

A meeting of the Quality and Safety Committee of the Board of Directors of the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) was held on March 22, 2017 at 1:30 p.m.

PRESENT:

| | |
|---|---|
| Voting Members: | Mervin Witter, Chair<br>Paul Armstrong, Member<br>Madhuri Ramakrishnan, Member<br>Laurie Ryan-Hill, Member<br>Janine van den Heuvel, Member (Teleconference) |
| Regrets: | Dominic Ventresca, Member |
| Non-voting members: | Saqib Cheema, Member<br>Bill Thompson, Member |
| HNHB LHIN Staff in Attendance: | Donna Cripps, Chief Executive Officer<br>Helen Rickard, Corporate Coordinator, Recording Secretary<br>Derek Bodden, Director, Finance<br>Emily Christoffersen, Director, Quality and Risk Management<br>Dr. Jennifer Everson, Physician Lead, Clinical Health System Transformation<br>Linda Hunter, Director, Health Links and Strategic Initiatives<br>Steve Isaak, Director, Health System Transformation<br>Trish Nelson, Director, Communications, Community Engagement and Corporate Services<br>Rosalind Tarrant, Director, Access to Care |

## A. Convening the Meeting

### A.1 Call to Order

A quorum was present.

### A.2 Approval of the Agenda

MOVED: Madhuri Ramakrishnan
SECOND: Paul Armstrong

That the agenda of March 22, 2017, be adopted, as circulated.

CARRIED

### A.3 Declaration of Conflicts

No conflicts were identified at this time.

**B. Minutes of the last meeting**

**B.1 Approval of the Minutes of December 7, 2016**

MOVED: Madhuri Ramakrishnan
SECOND: Laurie Ryan-Hill
That the minutes of December 7, 2016, be adopted, as circulated.

CARRIED

**C. Consent Agenda**

**C.1 Consent Agenda of March 22, 2017**

MOVED: Laurie Ryan-Hill
SECOND: Madhuri Ramakrishnan

That the Quality and Safety Committee adopts the consent agenda of January 25, 2017 consisting of:

i. Complaints Report
ii. Risk Report
iii. Office of the Auditor General of Ontario Update

CARRIED

**D. New/Other Business**

**D.1 Ministry-LHIN Accountability Agreement (MLAA) Performance Indicators Quarterly Report**

MOVED: Mervin Witter
SECOND: Paul Armstrong

That the Quality and Safety Committee recommends that the Board of Directors of the Hamilton Niagara Haldimand Brant Local Health Integration Network receive and file the Ministry-LHIN Accountability Agreement Performance Indicators Quarterly Update.

CARRIED

Key Points of Discussion:

- Staff presented a detailed slide presentation (Appendix 1 – appended to original set of minutes). The presentation focused on reviewing hospital performance indicator action plans as an update from the September 2016 Quality and Safety Committee meeting.
- It was noted that indicator targets are set by the ministry.
- Joseph Brant Hospital was recognized for continued improvement in reaching targets for repeat Emergency Department visits for substance abuse and ALC rates. This is a good example of the positive impact of leadership on organizational change and performance improvement.

## D.2 Community Care Access Centre Quality Improvement Plan (No Motion for this Item)

Key Points of Discussion:

- Clarification was provided to advise that pending the Minister's order directing the transition of the CCAC to the LHIN, the same committee structure will remain in place.
- The Minister's order will include transferring responsibility for the CCAC Quality Improvement Plan for the balance of 2017-18 to the LHIN.
- It was noted that work will continue to enable measurement of the two additional indicators. Measuring the Dying in Place Choice indicator should be completed on the Client Health Record Information System (CHRIS) in 2017.

## D.3 Quality and Safety Committee Terms of Reference

MOVED: Paul Armstrong
SECOND: Madhuri Ramakrishnan

That the Quality and Safety Committee recommends that the Hamilton Niagara Haldimand Brant Local Health Integration Network approve the revised Quality and Safety Committee Terms of Reference as amended.

CARRIED

Key Points of Discussion:

- The Quality and Safety Committee Terms of Reference was amended to change membership up to six, with a minimum of four, members of the Board of Directors, one of whom has been appointed as the Chair.
- A quorum shall be the majority of the Quality and Safety Committee members entitled to vote with a minimum of four members.
- A recommendation was made that Quality be included as future education sessions during the Board of Directors monthly meetings.

QSC Terms of Reference Updated M

**E. Adjournment**

**E.2 Adjournment**

MOVED: Mervin Witter
SECOND: Laurie Ryan-Hill

The Quality and Safety Committee Meeting was adjourned at 2:23 pm.

CARRIED

Original Signed by: June 21, 2017

**Paul Armstrong**
**Quality and Safety Committee Chair**

**Date**

Original Signed by: June 21, 2017

**Donna Cripps, Corporate Secretary**

**Date**

# Hamilton Niagara Haldimand Brant (HNHB)
# Local Health Integration Network (LHIN)
# QUALITY AND SAFETY COMMITTEE

## Terms of Reference

**Originated:** July 2007

**Reviewed:** September 2015
March 2017

### Purpose
To ensure that controls and accountabilities are in place to address areas of quality of health care and patient safety.

### Mandate
The responsibilities of the Quality and Safety Committee include:

1. To promote and support a culture of quality within the HNHB LHIN and broader health system.
2. To ensure that appropriate reporting, structures and processes are in place to support quality, patient safety, performance improvement and risk management.
3. To monitor summary reports on quality, patient safety, performance, and risk of the HNHB LHIN and among funded Health Service Providers.
4. To make recommendations to the Board on matters related to the quality of care, patient safety, performance, and risk.
5. Review the Terms of Reference for the Committee annually and make recommendations to the Board as required.

### Goals
The Quality and Safety Committee will establish annual goals specifying its principal focus areas for the coming year. The goals will be informed by legislation (e.g. *Local Health Systems Integration Act*, 2006; *Patients First Act*, 2016; *Excellent Care for All Act*, 2010); strategic plans (e.g. Integrated Health Service Plan, Annual Business Plan, Strategic Health System Plan); agreements (e.g. Ministry-LHIN Accountability Agreement, Mandate Letters); and other key documents.

**Reports**
The Quality and Safety Committee will report to the Board at least quarterly. Regular reports will be provided including, but not limited to, measures and analysis of home care service delivery, quality, patient safety, Ministry-LHIN Accountability Agreement performance indicators and patient experience.

**Meetings**
The Quality and Safety Committee shall meet a minimum of four times a year, or when necessary at the call of the Committee Chair. Meeting dates and times should be specified in advance.

**Quorum**
A quorum shall be the majority of the Quality and Safety Committee members entitled to vote.

**Circulation of Minutes**
Minutes are circulated to the Committee members. The Chair gives a report of the significant issues discussed to the Board following each Committee meeting.

**Membership**

| | |
|---|---|
| Board Members | Up to six, with a minimum of four, members of the Board of Directors, one of whom has been appointed as the chair. |
| Ex-Officio | Board Chair |
| Staff | CEO |
| | Vice President, Commissioning, Performance and Accountability |
| | VP Clinical |
| Admin Support | Corporate Coordinator |