

Sample Agenda for Hospital: Quality Committee of the Board

1. CALL TO ORDER

- a. Roll call
- b. Announcements

2. PATIENT STORY

3. CONSENT AGENDA ITEMS

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

4. REPORTS FROM QUALITY AND PATIENT SAFETY

Note: The items listed below are suggested topics and may not be all-inclusive. Some reports may be included at every meeting; others may be rotated on an annual basis

- a. Performance indicator data reports (key elements of the strategic plan)
 1. Patient safety: Significant events, sentinel events, adverse events
 2. Mortality
 3. Hospital-acquired conditions/health care-associated infections
 4. Core measures/electronic clinical quality measures (eCQM)
 5. Patient experience (Hospital Consumer Assessment of Healthcare Providers and Systems - HCAHPS)
 6. Readmission rate
 7. Length of stay
 8. Performance measures (for example: hospital priorities, Joint Commission requirements)
 9. Resuscitation
 10. Medication management
 - a. Antibiotic stewardship
 - b. Pain management
 - c. Medication errors
 - d. Adverse drug reactions
 11. Suicide risk reduction
 12. Culture of safety survey results
 13. Workplace violence incidents
 14. Other (based on priorities of the board)

This is a sample of a typical agenda that might be used by the board quality and safety committee of a single hospital. This agenda is consistent with quality assessment and performance improvement requirements from the Centers for Medicare & Medicaid Services. For health care systems, additional agenda items could include reports and comparative data from each care site.

- b. Quality assessment and performance improvement (QAPI) program updates
 - 1. Quality Plan Approval: Annual review
 - 2. Program or Services: Annual review of the following: infection prevention, surgical services, patient complaints, clinical contract performance, number and type of sentinel events and whether patients/family were informed, results of analyses related to staffing adequacy
- c. Other issues affecting quality and patient safety (for example, community needs, health care equity, environmental sustainability, new technologies)
- d. Response and Recommendations: Board provides feedback on performance and recommendations for allocation of resources to support improvements

5. REGULATORY AND ACCREDITATION REPORTS

- a. The Joint Commission
 - 1. Accreditation
 - 2. Disease-specific certifications
- b. Centers for Medicare & Medicaid Services
- c. The Leapfrog Group
- d. Magnet
- e. Other

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