

Leamington Mennonite Home  
Long Term Care

**QUALITY & RISK MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Standing Committees	<b>SUBJECT:</b> Compliance Action Committee	<b>SECTION:</b> B <b>POLICY:</b> 8
<b>DATE:</b> July 12, 2022	<b>Administrator's Signature:</b> _____	

**COMPLIANCE ACTION COMMITTEE**

**PURPOSE:**

The Compliance Action Committee is an interprofessional group, which reviews all compliance reports and inspection outcome issued by the Ministry of Health Long Term Care (ON), Regional Health Authority (BC), Fire Dept., Ministry of Labour, and Public Health. Where areas of noncompliance are identified, the committee will develop a corrective action plan to address these areas.

**RESPONSIBILITIES:**

- 1) Review and complete updates to the report and findings.
- 2) Determine the number and types of areas of non-compliance.
- 3) Develop action plans to meet timelines to address areas of non-compliance.
- 4) Review previous reports to compare and analyze for trends for similar issues of non-compliance.
- 5) Track areas of non-compliance.
- 6) Monitor and review the progress of the compliance action plan on a regular basis to ensure adherence to the plan, and direct corrective action as required to maintain agreed upon timelines for interventions.
- 7) All members of the committee will act as ambassadors to the interventions outlined in the plan and the communication of the plan.
- 8) Utilize the Quality Management audit tools to monitor for sustainability of implemented strategies.

**DECISION MAKING:**

The Compliance Action Committee makes recommendations to the Leadership & Quality Committee for changes in service/system provisions to address areas of non-compliance.

**MEMBERSHIP:**

QRM Lead (Chairperson), DOC/ADOC, Managers, Nurses, PSWs/RCAs, Dietary Aides (ad hoc), Support Services Partners (ad hoc), Recreation Team (ad hoc), ESM or housekeeping (ad hoc), family (ad hoc), resident (ad hoc).

Ad hoc members will be added for areas of non-compliance specific to their department.

**FREQUENCY OF MEETINGS:**

As a sub-committee of the Leadership & Quality Committee or Resident Safety Committee, the committee will meet monthly or more frequently if requested by the chairperson.

**MINUTES:**

Minutes are approved by the Committee and signed by the chairperson. Minutes will be posted and shared with all staff and committees.