

Leamington Mennonite Home
Long Term Care

**QUALITY & RISK MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Standing Committees	SUBJECT: Resident Safety Committee – Terms of Reference	SECTION: B POLICY: 5
DATE: July 12, 2022	Administrator's Signature: _____	

RESIDENT SAFETY COMMITTEE – TERMS OF REFERENCE

PURPOSE:

The Resident Safety Committee is an interprofessional group with representation from all departments. This committee can combine individual committees in the Home such as wound care, infection control, restraints, falls prevention, incontinence, and pain.

RESPONSIBILITIES:

- 1) Facilitate and lead a culture of resident safety across the Home and reduce risks through the assessment of resident safety issues.
- 2) Identify potential problems through internal incidents and audits, MDS quality indicators and outputs, and resident incidents tracked through Risk Management.
- 3) Analyze/Evaluate/Update on all progress of quality improvement initiative.
- 4) Review resident risk incidents monthly to identify trends (CIS, Medication Incidents, Restraints, Infection Rates, Prevalence of New Ulcers, Pain, Behaviours).
- 5) Review significant findings reported from monthly Circle of Care meetings.
- 6) Develop action plans and measures to improve resident safety and quality of service.
- 7) Analyze risk factors and make recommendations for changes in system/service provision to achieve desired results, to prevent reoccurrence of near misses, and to prevent sentinel events.
- 8) Educate staff and others about their role and accountability in resident safety.
- 9) Report findings to the Leadership & Quality Committee.

DECISION MAKING:

The Resident Safety Committee makes recommendations to the Leadership & Quality Committee for changes in system/service provision to improve resident safety and quality of service.

MEMBERSHIP:

DOC (Chairperson), ADOC, Required Program Leads (e.g. falls, pain, continence, wound, etc.), Clinical Lead/ Resource Nurse, RAI Coordinator, Restorative Care/Nursing Rehab Lead. May include DDS, PT/PTA, PSW/RCA, Nurses, and Recreation Therapist.

FREQUENCY OF MEETINGS:

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 are posted and shared with appropriate staff and committees. PointClickCare QIP meeting minutes (as applicable) should be recorded under the 'Study' header either during or immediately after meeting.

AGENDA:

Agenda items must be forwarded to the Chair at least 24 hours in advance of the meeting. Agenda will be prepared by the Chairperson prior to each meeting and distributed to all members.