

Leamington Mennonite Home
Long Term Care

**QUALITY & RISK MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Standing Committees	SUBJECT: Circle of Care – Terms of Care	SECTION: B POLICY: 6
DATE: July 12, 2022	Administrator's Signature: _____	

CIRCLE OF CARE – TERMS OF REFERENCE

PURPOSE:

Resident Home Area teams are responsible for serving the needs of residents and staff. Circle of Care meetings will be held by each team for the purpose of staff communication, teamwork, education, problem solving, and innovation.

RESPONSIBILITIES:

- 1) To facilitate interprofessional communication using a resident focus related to each home area.
- 2) To foster teamwork.
- 3) To review monthly resident outcomes (e.g. frequent falls, infections, restraints, dining, weight loss, social isolation, skin integrity concerns, responsive behaviours).
- 4) To determine interprofessional approaches improve resident outcomes.

MEMBERSHIP (as a minimum):

All staff (including QRM Lead and Environmental Services Manager) will be assigned to a Resident Home Area Team and are encouraged to attend Circle of Care meetings.

Staff representatives from each department working on the home area in addition to the Team Leader should be present.

FREQUENCY OF MEETINGS:

Meetings will be held monthly, with all Circle of Care meetings scheduled in the same week of the month to allow follow up to issues and communication of required changes. The times of Circle of Care meetings are to be posted well in advance for staff notification.

MINUTES:

A recorder shall be appointed by the committee to record all meeting minutes. Minutes are forwarded to the Leadership and Partner Teams and are filed in the Circle of Care binder.

Note: The Follow up Action Form is to be used to ensure appropriate follow up is done for all action items requiring departmental support.

AGENDA:

Agenda items are to be submitted in advance by any staff and items may be added during the meeting as time permits.

The Team Leader will:

- 1) Establish and post the meeting dates & times, ensuring that the schedule varies and allows for accessibility to two shifts (suggested times are 0700 or 0730 hours, 1430 or 1500 hours, and 2230 hours).
- 2) Coordinate the agenda.
- 3) Chair the meetings, keeping topics resident centered and focused.
- 4) Appoint a recorder to take minutes and when complete, post minutes in the Circle of Care binder and forward to the management team.
- 5) Identify issues that need to be taken to the next management meeting for immediate resolution.
- 6) Distribute the Follow Up Action Plan Form after each meeting to appropriate department head.
- 7) Mentor other staff to develop facilitation skills to chair meetings in the future.

The Director of Care will:

- 1) Monitor that Circle of Care meetings are held monthly on each Resident Home Area.
- 2) Meet with the management team monthly to generate items for Circle of Care meeting agendas.
- 3) Follow up and evaluate resolutions to any outstanding issues.