

Leamington Mennonite Home
Long Term Care

**QUALITY & RISK MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Standing Committees	SUBJECT: Daily Morning Leadership Meeting	SECTION: B POLICY: 7
DATE: July 12, 2022	Administrator's Signature: _____	

DAILY MORNING LEADERSHIP MEETING

PURPOSE:

The Daily Morning Leadership meeting provides a formalized review of daily risk issues and activities with an interprofessional approach in the development of measures to reduce or eliminate identified problems and evaluate the effectiveness of implemented changes.

SCOPE/FUNCTION:

Managers meet daily to:

- 1) Action 24-Hour Report on electronic health record.
- 2) Review risk incidents across the Home during past 24 hours.
- 3) Review departmental issues from each manager.
- 4) Analyze risk factors and make recommendations for changes in system/service provision to achieve desired results, prevent reoccurrence of near misses, and prevent sentinel events.
- 5) Review document details of meetings and assign responsibility for follow up.
- 6) Evaluate and document the effectiveness of the implemented actions.
- 7) Discuss other activities planned for the community that day.

MEMBERSHIP:

Administrator (usually the chair person and recorder), DOC, ADOC, DRPA, DDS, Maintenance Manager, Office Manager, Staffing Coordinator, RAI Coordinator, other managers within the Home.

FREQUENCY OF MEETINGS:

The committee will meet daily (usually this meeting occurs at the beginning of the day). Meetings are to be organized and a timekeeper is beneficial to keep all members focused to complete meeting within 30 minutes.

MINUTES:

Minutes are recorded of daily issues and risks using the Daily Risk & Morning Management Meeting Template and follow up is assigned. These minutes are kept in a daily leadership binder for reference.

AGENDA:

There is no formal agenda; use template to collect consistent information related to risks and quality issues.