

Leamington Mennonite Home  
Long Term Care

**QUALITY & RISK MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Standing Committees	<b>SUBJECT:</b> Stakeholder Quality Advisory Committee – Terms of Reference	<b>SECTION:</b> B <b>POLICY:</b> 3
<b>DATE:</b> July 12, 2022	<b>Administrator's Signature:</b> _____	

**STAKEHOLDER QUALITY ADVISORY COMMITTEE – TERMS OF REFERENCE**

**PURPOSE:**

To advise the Home on resident safety programs and initiatives and to ensure that resident safety is a top priority within the Home's operational plan. This committee may be a subcommittee of the Professional Advisory Committee (ON).

**DECISION MAKING:**

The committee gives advice to the QRM Lead through the review of quality indicators, including resident safety measures and satisfaction surveys. The committee will review and advise on the development and evaluation of the annual operational plan. The committee will advise on Home specific issues and process for communication of resident safety measures with all stakeholder groups within the Home.

**MEMBERSHIP:**

- QRM Lead
- One other Senior Manager (DOC, Quality Lead, DRPA)
- Representative of Residents' Council
- Representative of Family Council
- Representative of Medical Staff
- Representative of Frontline Team

**CHAIR:**

The Committee will be co-chaired by the QRM Lead and one other member.

**FREQUENCY OF MEETINGS:**

The Stakeholder Quality Advisory Committee will meet twice annually, spring and fall.

**MINUTES:**

Minutes are approved by the Committee and signed by the Chairperson. Minutes will be posted on the Resident and Family Bulletin Board and will be made available to all staff. Minutes will be forwarded to the governing Board where applicable and the Vice Presidents of Operations.

**AGENDA:**

All agenda items must be forwarded to the Chair at least 24 hours in advance of the meeting.