

Leamington Mennonite Home
Long Term Care

**QUALITY & RISK MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Quality Management	SUBJECT: Annual Program & Committee Evaluations	SECTION: A POLICY: 7
DATE: July 12, 2022	Administrator's Signature: _____	

ANNUAL PROGRAM & COMMITTEE EVALUATIONS

POLICY:

Each Home will complete an annual evaluation of required and departmental programs and set goals and objectives for the upcoming year. These goals should align with the Home's Operating Plan.

PROCEDURE:

The QRM Lead will:

- 1) Ensure the appropriate leaders and staff evaluate all required programs, set goals/objectives for their respective programs, and communicate these to all stakeholders; a listing of annual evaluations is found in XXIII-A-10.60(a) Annual Committee & Program Evaluations.
- 2) Ensure the evaluation team utilizes the Committee & Program Evaluation Tool to document quality improvement performance for the current year and goal setting for future timeframes.
- 3) Monitor the completion of goals/objectives according to target dates and review quarterly at the Leadership & Quality Committee.

The Departmental Manager will:

- 1) Consult with Support Services for policy changes/updates and program work prior to completing the evaluation.
- 2) Complete an annual evaluation of their respective programs and committees with representation of staff and in consultation with Residents' and Family Council as required by provincial legislation i.e. Emergency Plan using existing committee meetings.
- 3) Review the goals of the current year and evaluate progress towards those goals.
- 4) Establish new goals for the upcoming year to align with the Operating Plan.
- 5) Communicate the outcomes of the evaluations to Residents' Council and Family Council.