

Leamington Mennonite Home
Long Term Care

**QUALITY & RISK MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Quality Management	SUBJECT: Quality Improvement Plans (QIP	SECTION: A POLICY: 5
DATE: July 12, 2022	Administrator's Signature: _____	

QUALITY IMPROVEMENT PLANS (QIP)

POLICY:

Annually, each long term Home shall develop a Quality Improvement Plan (QIP) for the fiscal year and make the Quality Improvement Plan available to the public.

Each long term Home shall provide a copy of its annual Quality Improvement Plan to Health Quality Ontario in a format established by the Council that permits province-wide comparison of and reporting on a minimum set of quality indicators by April 1st of each year.

PROCEDURE:

Starting in January, the QRM Lead or designate will:

- 1) Develop the QIP in accordance with the annual priorities established by Health Quality Ontario through the HQO Navigator portal.
- 2) Utilize an interprofessional team approach in the development of the Quality Improvement Plan.
- 3) Evaluate the change ideas from the previous QIP through the progress report in HQO.
- 4) Develop the work plan for the current year by:
 - a. Using the indicator technical specifications to determine data source to determine baseline data.
 - b. Completing the work plan component of the QIP for the upcoming fiscal year on the HQO Navigator website, ensuring completion of all fields.
 - c. Liaising with the Regional Support team to establish effective change ideas for priority indicators.
- 5) Complete the narrative component of the QIP and upload the Home's logo within the narrative section.
- 6) Validate the QIP on the HQO Navigator website to identify missing fields of data/errors and address these as appropriate.
- 7) Inform the Quality Partner upon the completion of the QIP for review.
- 8) Publically post the Quality Improvement Plan in designated area.
- 9) Share QIP with stakeholders in your Home, including: Residents' Council, Family Council, Staff, etc.

Quarterly, the QRM Lead will:

- 1) Identify a member of the team to act as reporting lead to track performance on the QIP.
- 2) Ensure process and outcome measures are being tracked throughout the year.
- 3) Utilize quality plans to direct the Home's strategic activities for the year.
- 4) Review progress of quality improvements outlined in the QIP at Resident Safety Committee Meetings and Leadership & Quality Meetings.
- 5) Ensure updates are completed, including updates on outcomes and progress at Resident Safety Meeting and Quality & Leadership Meeting as appropriate to support completion of the current fiscal year's QIP progress report at the beginning of the following fiscal year.

The Quality Partner or designate will:

- 1) Support each Home in completion of Quality Improvement Plans (e.g. remote support, onsite support, acting as a resource).
- 2) Review each Home's Quality Improvement Plan, offer recommendations if necessary, and provide feedback to the QRM Lead.
- 3) Inform the Regional Vice President, LTC Operations when the Home's QIPs are ready for their review and approval.
- 4) Monitor performance and quarterly updates.

The Regional Vice President, LTC Operations or designate will:

- 1) Review each Home's Quality Improvement Plan, offer recommendations if necessary, and provide feedback to the QRM Lead.
- 2) Sign off on Quality Improvement Plans.
- 3) Monitor performance.

The Executive Vice President, LTC Operations or designate will:

- 1) Review each Home's Quality Improvement Plan, offer recommendations if necessary, and provide feedback to the QRM Lead.
- 2) Sign off on Quality Improvement Plans.
- 3) Submit final QIPs to HQO prior to the April 1st deadline